

DEPARTMENT OF SOCIAL SERVICES

4 P Street, Sacramento, CA 95814



December 18, 1997

COUNTY FISCAL LETTER (CFL) NO. 97/98-40

TO: COUNTY WELFARE DIRECTORS
COUNTY FISCAL OFFICERS
COUNTY AUDITOR CONTROLLERS
COUNTY PROBATION OFFICERS

SUBJECT: COUNTY WELFARE DEPARTMENT (CWD) COUNTY EXPENSE CLAIM
(CEC) FOR THE JANUARY - MARCH 1998 QUARTER: TIME STUDY
INSTRUCTIONS

This letter provides time study instructions for the January through March 1998 quarter, information regarding changes to the (renamed) CEC and program codes as a result of the implementation of California Work Opportunity and Responsibility to Kids (CalWORKs) Program. Please see the attached Program Code Descriptions (PCDs) for a detailed description of the applicable activities. Information is provided on the following:

<u>Aid to Families with Dependent Children (AFDC) Foster Care Eligibility</u>	Page 12
<u>AFDC Foster Care Eligibility - Voluntary Program</u>	Page 13
<u>Cal-Learn Case Management</u>	Page 7
<u>Cal-Learn Child Care</u>	Page 15
<u>California Alternative Assistance Program (CAAP)</u>	Page 17
<u>California Work Pays Demonstration Project (CWPDP)</u>	Page 8
<u>CalWORKs Eligibility</u>	Page 7
<u>CalWORKs Function</u>	Page 6
<u>CalWORKs Fraud Activities</u>	Page 8

<u>CalWORKs - Jail Match (SB 1556)</u>	Page 9
<u>CalWORKs Program Integrity</u>	Page 8
<u>Casework/Support Staff Time Study Forms</u>	Page 18
<u>Child Care Function</u>	Page 14
<u>Child Care Health and Safety Self-Certification</u>	Page 16
<u>Child Care Pilot Project</u>	Page 16
<u>Child Care Trustline</u>	Page 16
<u>EDP/Staff Development</u>	Page 18
<u>Food Stamp Issuance</u>	Page 12
<u>General / CWD Cost Allocation Plan Information</u>	Page 4
<u>Generic Function</u>	Page 18
<u>Initial Eligibility Determination for CalWORKs, Food Stamp and Medi-Cal Programs</u>	Page 6
<u>Medi-Cal Section 1931</u>	Page 13
<u>Nonassistance Food Stamps (NAFS) Eligibility</u>	Page 11
<u>NAFS Fraud</u>	Page 11
<u>NAFS - Jail Match (SB 1556)</u>	Page 11
<u>NAFS Program Integrity</u>	Page 11
<u>NAFS - Quality Control</u>	Page 11
<u>Non-GAIN Education and Training (NET) Child Care Administration</u>	Page 17
<u>Nonfederal CalWORKs Eligibility</u>	Page 7
<u>Nonwelfare Function</u>	Page 18
<u>Other County Only Programs (OCOP)/General Relief (GR)</u>	Page 14

<u>OCOP/GR Non-Electronic Data Processing (EDP)</u>	Page 14
<u>Other Public Assistance Function</u>	Page 11
<u>Refugee Cash Assistance/Entrant Cash Assistance (RCA/ECA) Program</u>	Page 14
<u>Refugee Resettlement Program (RRP) - Medical</u>	Page 13
<u>Social Services Function</u>	Page 6
<u>Stage One Child Care</u>	Page 15
<u>Stage One Transitional Child Care - Other</u>	Page 15
<u>Stage Two Child Care</u>	Page 16
<u>Stage Three Child Care</u>	Page 17
<u>State-Only Child Care</u>	Page 16
<u>Two-County Electronic Benefit Transfer (EBT) Project</u>	Page 12
<u>Welfare to Work (WTW)</u>	Page 9

The PCDs and Support Staff Time Reporting Instructions (SSTRI) for use during the March 1998 quarter are:

Social Services	03/98
CalWORKs	03/98
Other Public Assistance	03/98
Child Care	03/98
Non-Welfare	03/98
Electronic Data Processing (EDP)	03/98
Staff Development	03/98
SSTRI	03/98

Time study forms for use during the March 1998 quarter are:

Time Study, DFA 10	03/98
Support Staff Time Report, DFA 7	03/98

See Section IX., Casework/Support Staff, for additional information regarding revised time study forms.

I. GENERAL

A. California CWD Cost Allocation Plan (CAP)

The California CWD CAP, to be effective January 1, 1998, has been recently revised as part of a collaborative effort by the California Department of Social Services (CDSS) and County Welfare Directors' Association (CWDA). The plan, which will implement Federal provisions of the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, enacted under California State Assembly Bill (AB) 1542, Welfare Reform, Chapter 270, was submitted for approval on December 8, 1997 to the Region IX Department of Health and Human Services' Division of Cost Allocation. CDSS anticipates approval of the CAP changes during the January-March quarter; however, the time study instructions and fiscal strategies contained in this CFL remain subject to change. Counties will receive copies of this CAP once Federal input and approval has been granted, as well as additional follow-up time study instructions as necessary.

This CFL includes time study instruction for California's State Temporary Assistance for Needy Families (TANF) program, to be referred to as **CalWORKs**. These January-March 1998 time study revisions will continue to give CWDs enhanced flexibility and equity in the distribution and claiming of local government costs for Federal and State financial participation. Major time study (and claiming) changes and strategies are summarized below. Counties should use these instructions, along with the CDSS program implementation All-County Letters (ACLs), to ensure effective fiscal claiming strategies.

B. Terminology

The Administrative Expense Claim has been renamed the County Expense Claim (CEC). Where appropriate, references to the previous Aid to Families with Dependent Children (AFDC) and Greater Avenues for Independence (GAIN) programs have been updated to CalWORKs and Welfare To Work (WTW), under the new State program design.

C. Functions and Programs

Categories of functions have been amended/expanded, programs re-arrayed, and related descriptions revised to accommodate State CalWORKs redesigns and strategies. Eligibility, Fraud, and Employment Services Functions have been replaced with CalWORKs, Other Public Assistance, Child Care, and Nonwelfare. The Social Services Function remains the same. The claim's Generic column remains and allows for the distribution of caseworker hours that cannot be identified to a particular function or program. With the implementation of

CalWORKs a number of codes have been consolidated and/or eliminated. The PCDs will identify the "prior codes" that have been consolidated/eliminated.

D. Salary Pools

Separate salary pools have been established for like categories of social workers, employment services workers, eligibility determination workers, fraud investigators, and support staff (both general and direct-to-program (management/supervisory and clerical)).

The prior cost plan construction that first distributed salary costs to function and then, based upon caseworker hours, to specific programs within that function, has been replaced by a methodology that severs the relationship between the salary pools and functions, thus eliminating one step in the allocation process. Although worker salaries remain "pooled," any given worker may now support a variety of functions and/or programs, rather than be "assigned" to single or multi-function categories. The result of this proposed change is: 1) uniform access by all county staff to any given program; 2) salary cost distribution from the salary pools directly to programs, without being first apportioned to the function; and 3) a reduction in the number of specialized program codes.

E. Nonallocable Hours

The previous method of distributing costs based upon both allocable plus nonallocable hours, albeit equitable, is unfeasible due to the elimination of the functional distribution "step," and given that casework staff are no longer exclusively assigned to a specific function. Given the additional administrative burden of having to calculate nonallocable hours for salaried staff who may be absent during all, or part of a time study month, to multiple functions/programs, rather than one or two functions, the State is returning to an allocation methodology based upon allocable hours only.

F. "Administration" Under TANF

The CDSS has defined "administration" under TANF/CalWORKs to be salary and operating costs which cannot be reasonably identified to a specific program, and which generally support the CWD. This is consistent with the Federal definition of administration under the Child Care Development and Block Grant (CCDBG) criteria and, pending final TANF regulations, the State considers this approach the most viable, immediate methodology.

The CDSS will monitor and ensure California's adherence to the federally imposed 15 percent administrative cap for TANF funds, while the California Department of Education will monitor the five percent limit for Child Care Development Fund.

G. Common Activities

To more effectively determine costs that are common among programs, the State has created an Initial Eligibility Determination Program Code, whereby county staff will time study activities that are common to any recipient who *initially* applies for CalWORKs, Food Stamps, and Medi-Cal (Medicaid). In accordance with State Budget Act language and subject to Federal approval, these common costs will be allocated to CalWORKs and Medi-Cal. Unique program-specific activities will be time studied separately. This process deviates from the previous methodology whereby AFDC assumed all common eligibility activities as the "primary" program. The Public Assistance Food Stamp "shift" of unique food stamp activities associated with CalWORKs-eligible cases, reimbursable by the United States Department of Agriculture (USDA) Food and Consumer Services, will continue.

H. Support Staff Time Reporting Plans (SSTRPs)

Until further notice, counties will continue to be required to submit SSTRPs that become necessary as a result of local reorganization and resulting support staff reassignments under CalWORKs. Counties must follow criteria for SSTRP revisions as established by CFL No. 93/94-29, dated February 18, 1994. The SSTRP have been modified to be consistent with PCD changes under CalWORKs.

II. SOCIAL SERVICES FUNCTION

The Social Services PCD has been revised to include Program Code 2230, Emergency Assistance (EA) Child Welfare Services (CWS) Eligibility. The PCD for Code 2230 has not been modified, merely shifted from the former Eligibility Function to the Social Services Function.

III. CalWORKs FUNCTION

A. Initial Eligibility Determination for CalWORKs, Food Stamp and Medi-Cal Programs

Code 6151, Initial Eligibility Determination for CalWORKs, Food Stamp and Medi-Cal Programs, has been established to capture initial eligibility activities that are common to the CalWORKs, Food Stamp and Medi-Cal Programs.

B. CalWORKs Eligibility

ACL No. 97-65, and ACL No. 97-66, both dated October 29, 1997, provided counties with CalWORKs Program eligibility and financial provisions. Effective with the March 1998 quarter, Code 6141, CalWORKs Eligibility, has been established to capture staff time spent performing CalWORKs eligibility determinations and diversion activities. Staff performing CalWORKs-specific intake *and* continuing eligibility determination should report time to this code. Due to the establishment of Code 6141, the following AFDC Eligibility codes have been deleted effective this quarter:

CODE

2011 AFDC-FG/U INTAKE

2013 AFDC-FG/U CONTINUING

NOTE: Caseworkers performing initial eligibility determination activities that are *common* to CalWORKs, Food Stamp, *and* Medi-Cal programs should not be reported to Code 6141. Any activities common to all three programs should be reported to Code 6151, Initial Eligibility Determination for CalWORKs, Food Stamp and Medi-Cal Programs. Activities *specific to a program*; e.g., Food Stamps or Medi-Cal, should be reported to the appropriate PCD, Code 3431, Nonassistance Food Stamp (NAFS) Eligibility, or Code 2151, Medi-Cal Intake, respectively.

C. Nonfederal CalWORKs Eligibility

Code 6161, Nonfederal CalWORKs Eligibility, has been established to capture staff time spent on continuing eligibility determination and grant maintenance functions for nonfederal CalWORKs participants (e.g., legal aliens ineligible under TANF guidelines but eligible for CalWORKs). Note: Initial eligibility determination activities continue to be federally-eligible until final status of client is known.

D. Cal-Learn Case Management

Code 6171, Cal-Learn Case Management, has been established to capture the activities previously reported to the following code which has been deleted effective this quarter:

CODE

4310 Cal-Learn Case Management

E. CalWORKs Program Integrity

Code 6181, CalWORKs Program Integrity, has been established to capture activities previously recorded to the following codes which have been deleted effective this quarter:

CODE

2080 AFDC Administrative Hearings
2650 Early Detection/Prevention Program (ED/PP) - AFDC
2730 Early Fraud Detection/Prevention (EFD/P) - AFDC

F. CalWORKs Fraud Activities

ACL No. 97-69, dated October 29, 1997, provided counties with instructions regarding CalWORKs penalty requirements. Effective this quarter, fraud activities previously associated with AFDC and Public Assistance Food Stamp (PAFS) cases have been shifted to the CalWORKs Function, consequently, the codes listed below have been renamed to reflect CalWORKs Program association. The following codes, as renamed, remain for use only by Welfare Fraud Investigators holding peace officer status under Penal Code Section 830:

CODE

3010 CalWORKs Fraud
3050 Nonfederal CalWORKs Fraud
3150 Federal CalWORKs and FS Fraud
3200 Nonfederal CalWORKs and FS Fraud
3400 Early Fraud Detection Prevention (EFD/P) - CalWORKs
3420 EFD/P - CalWORKs and FS

G. California Work Pays Demonstration Project (CWPDP)

In November 1997, Alameda, Los Angeles, San Bernardino, and San Joaquin research counties were informed of the end of the five year AFDC-CWPDP. Participants will be transitioned into the CalWORKs program on January 1, 1998. Counties must continue to track and report data on the AFDC control and experimental cases to the data collection contractor, UC DATA, for purposes of a final impact study. In addition, the Cal-Learn portion of the CWPDP will continue through September 1999. Therefore, with the implementation of CalWORKs, counties should report CWPDP activities to Code 6191, CalWORKs CWPDP Control, which has been established to replace the following codes which have been deleted effective this quarter:

CODE

2901 AFDC-Intake-CWPDP Control
2903 AFDC-Continuing-CWPDP Control

H. CalWORKs - Jail Match (SB 1556)

Code 6101, CalWORKs - Jail Match (SB 1556), has been established to capture the Jail Match activities required by SB 1556 performed for CalWORKs and PAFS cases. SB 1556 requires that city and/or county jails provide the CDSS with information on individuals who are incarcerated over 30 days. This information will be used to verify whether or not those individuals are receiving assistance. This program became effective with the September 1997 quarter.

I. Welfare to Work (WTW)

In response to CalWORKs implementation, the GAIN has been discontinued and replaced by the newly established WTW Program. The WTW Program is composed mainly of the same components and activities previously performed on behalf of GAIN participants, combined with those additional activities and components unique to WTW in accordance with CalWORKs legislation (AB 1542).

Please refer to the listing below which contains the WTW time study codes established effective with the March 1998 quarter. Former GAIN components that have changed are displayed. Additional detail can be found in the attached CalWORKs Function PCD.

WTW Pre-Assessment

Code 6201, WTW Pre-Assessment, has been established to capture the activities previously reported to the following codes which have been deleted effective this quarter:

CODE

- 4051 GAIN-Orientation and Appraisal
- 4053 GAIN-Job Club/Job Search Services

WTW Assessment

Code 6241, WTW Assessment, has been established to capture the activities previously reported to the following code which has been deleted effective this quarter:

CODE

- 4054 GAIN-Assessment

WTW Post Assessment-Vocational Education

Code 6231, WTW Post Assessment-Vocational Education, has been established to capture the activities previously reported to the following code which has been deleted effective this quarter:

CODE

4056 GAIN-Vocational Training & Education

WTW Post Assessment-Community Service

Code 6211, WTW Post Assessment-Community Service, has been established to capture activities related to the provision of community service assignments on behalf of WTW participants who:

- 1) have reached their time limit (18th month or 24th month, as applicable); and
- 2) have not found unsubsidized employment sufficient to meet the required minimum hours of participation.

Please refer to ACL No. 97-72, dated October 29, 1997, for detailed CalWORKs WTW provisions.

WTW Post Assessment-Other

Code 6221, WTW Post Assessment-Other, has been established to capture the activities previously reported to the following codes which have been deleted effective this quarter:

CODE

4055 GAIN-Basic Education

4057 GAIN-Work Experience

Nonfederal WTW

Code 4512, Nonfederal GAIN, has been renamed effective this quarter to "Nonfederal WTW." In addition, the allowable activities for Code 4512 have been updated to reflect the shift of all child care-related activities to the newly established Child Care Function. Please refer to the attached CalWORKs Function PCD which lists the allowable activities for Code 4512.

IV. OTHER PUBLIC ASSISTANCE FUNCTION

A. NAFS - Jail Match (SB 1556)

Code 6111, NAFS - Jail Match (SB 1556), has been established to capture the Jail Match activities required by SB 1556 performed for NAFS cases. SB 1556 requires that city and/or county jails provide the CDSS with information on individuals who are incarcerated over 30 days. This information will be used to verify whether or not those individuals are receiving assistance. This program became effective with the September 1997 quarter.

B. NAFS Eligibility

Code 3431, NAFS Eligibility, has been established to capture the activities previously recorded to the following codes which have been deleted effective this quarter:

CODE

2101 NAFS-Intake
2103 NAFS-Continuing
2700 Indian Reservation NAFS

C. NAFS - Quality Control

Code 2105, NAFS - Quality Control, has been assigned a code number, Code 3471, as a result of the shift from the former Eligibility Function to the Other Public Assistance Function.

D. NAFS Program Integrity

Code 3441, NAFS Program Integrity, has been established to capture activities previously recorded to the following codes which have been deleted effective this quarter:

CODE

2120 Food Stamp Administrative Hearings
2660 ED/PP - NAFS

E. NAFS Fraud

With the elimination of the Welfare Fraud Function, the following Food Stamp Fraud codes have been shifted to the Other Public Assistance Function. The

following codes remain for use only by Welfare Fraud Investigators holding peace officer status under Penal Code Section 830:

<u>Code</u>	<u>Prior Name</u>	<u>New Name</u>
3100	FOOD STAMP (FS)	NAFS FRAUD
3340	FRAUD - FS AFIRM - LOS ANGELES COUNTY	FRAUD - NAFS AFIRM - LA COUNTY
3410	EFD/P - NONASSISTANCE FOOD STAMPS (NAFS)	EFD/P - NAFS

F. Food Stamp Issuance

Code 2110, Food Stamp Issuance, has been added to the PCD to capture time spent performing food stamp issuance activities. Time study instructions for food stamp issuance were most recently addressed in CFL No. 92/93-3, dated July 3, 1992. Those instructions continue to be applicable, and state the following:

Issuance activities include all activities after the household is certified, excluding completion of the FNS-46, FNS-250, and FNS-259 reports. Issuance activities include, but are not limited to, preparation and issuance of an authorization document or list, such as the Authorization to Participate (ATP); completion of direct access records, such as the Record-for-Issuance file or Household Issuance Record card; providing replacement authorization documents; and EDP developmental or maintenance and operations activities for on-line issuance systems.

Two-County EBT Project

Code 2110, Food Stamp Issuance, will also be used for claiming EBT costs for the two counties involved in the Two-County EBT Project, San Bernardino and San Diego. In addition, these two counties will be receiving an EBT Cost Breakdown Addendum Page to be submitted quarterly to Health and Welfare Data Center (HWDC). The HWDC will use the EBT Addendum to track costs against the Implementation Advanced Planning Document.

G. AFDC Foster Care Eligibility

Code 3451, AFDC Foster Care Eligibility, has been established to capture the activities previously recorded to the following codes which have been deleted effective this quarter:

<u>CODE</u>	
2051	AFDC-FC - Intake
2053	AFDC-FC - Continuing

H. AFDC Foster Care Eligibility - Voluntary Program

Code 6131, AFDC Foster Care Eligibility - Voluntary Program, has been established to capture the activities previously recorded to the following codes which have been deleted effective this quarter:

CODE

2061 AFDC-FC Intake-Voluntary Program

2063 AFDC-FC Continuing-Voluntary Program

I. Medi-Cal Section 1931

Among the many welfare changes imposed by the passage of PRWORA of 1996 was the establishment of a new mandatory coverage group within the Medi-Cal Program. According to the new requirements contained in Section 1931(b) of the Social Security Act, Medi-Cal benefits will now be provided to low income families determined to be eligible under the "Section 1931 rules." Consistent with CalWORKs implementation, the Medi-Cal Section 1931 Program becomes effective January 1, 1998. Detailed instructions pertaining to the Section 1931 coverage group will be transmitted under separate cover by the Department of Health Services.

The following time study codes have been established to capture costs associated with Medi-Cal Section 1931 Program administration:

Medi-Cal Section 1931 - Intake

Code 3491, Medi-Cal Section 1931-Intake, has been established to capture intake activities associated with the screening and referral of Section 1931 coverage group applicants.

Medi-Cal Section 1931- Continuing

Code 3492, Medi-Cal Section 1931- Continuing, has been established to capture continuing activities associated with Section 1931 coverage group recipients.

J. Refugee Resettlement Program (RRP) Medical

Code 3501, RRP Medical, has been established to capture the activities previously recorded to the following codes which have been deleted effective this quarter:

CODE

2500 RRP - Medical Assistance

2530 RRP - County Medical Services

K. Refugee Cash Assistance/Entrant Cash Assistance (RCA/ECA) Program

Code 3511, RCA/ECA, has been established to capture the activities previously recorded to the following codes which have been deleted effective this quarter:

CODE

2590 Refugee Cash Assistance/Entrant Cash Assistance Program (RCA/ECA)
4740 Refugee Cash Assistance (RCA)

L. Other County Only Programs (OCOP)/General Relief (GR)

Code 3521, OCOP/GR, has been established to capture the activities previously recorded to the following codes which have been deleted effective this quarter:

CODE

1900 OCOP/GR - Social Services
2200 OCOP/GR - Eligibility
3900 OCOP/GR - Welfare Fraud
4900 OCOP/GR - Employment Services

M. OCOP/GR Non-EDP

Code 3481, OCOP/GR- Non-EDP, has been established to capture the activities previously recorded to the following codes which have been deleted effective this quarter:

CODE

3950 OCOP/GR - Non-EDP - Welfare Fraud
4820 OCOP/GR - Non-EDP- Employment Services
5920 OCOP/GR - Non-EDP- Social Services
6040 OCOP/GR - Non-EDP- Eligibility

V. CHILD CARE FUNCTION

ACL 97-73, dated October 29, 1997, provided instructions for implementing the CalWORKs child care system, established by AB 1542. AB 1542 replaces the separate welfare-related child care programs [GAIN; Non-GAIN Education and Training (NET); child care earned income disregard; Supplemental Child Care (SCC); and Transitional Child Care (TCC) Programs]. The CalWORKs child care system has a three-stage design. Child Care is a new function for some of the programs formerly included in the Eligibility and Employment Services Functions. It includes broad-based activities by CWDs related to initiating CalWORKs recipients into family access of child care,

enabling them to eliminate child care barriers. Counties should refer to the Child Care Function PCD for additional, more detailed activity descriptions.

A. Stage One Child Care

Effective January 1, 1998, the CDSS will supervise CWD management of Stage One child care. TANF is the funding source for Stage One child care. Stage One is available to eligible persons when they first enter the CalWORKs program. Activities generally remain unchanged from those performed for GAIN Child Care Administration (Program Code 4531), however, with implementation of AB 1542, counties will no longer be required to calculate child care payment and registration fees within the 75th percentile Regional Market Rate (RMR) ceiling. Effective January 1, 1998, counties will be reimbursed up to the maximum payment rate for all actual CalWORKs child care, at 1.5 times the standard deviation above the mean market rate (EC Section 8357[a]). Please refer to ACL 97-39, dated July 17, 1997, for 1997 RMR and instructions included in Stage One child care.

Code 4531, GAIN Child Care Administration, has been renamed Stage One Child Care and shifted from the former Employment Services Function to the Child Care Function to capture Stage One child care activities.

B. Stage One Transitional Child Care - Other

Code 9001, Stage One Transitional Child Care - Other, has been established to capture the activities associated with Stage Two participants who continue to be served by the CWD, due to a lack of Stage Two Child Care slots, and remain in Stage One. Transitional Child Care (TCC) recipients whose income is at or below 75 percent of the State Median Income may be served in Stage One, if no CDE funded slots are available. Therefore, to capture information to accommodate related policies issued by CDE in its November 1997 Management Bulletin No. 97-32, counties should flag cases that have TCC recipients who will be receiving child care in Stage One as of January 1, 1998. These cases should be flagged until June 30, 1998.

C. Cal-Learn Child Care

Code 4330, Cal-Learn Child Care, has also been shifted from the former Employment Services Function to the Child Care Function. Activities generally remain unchanged. However, with implementation of AB 1542, counties will no longer be required to calculate child care payment and registration fees within the 75th percentile RMR ceiling. Effective January 1, 1998, counties will be reimbursed up to the maximum payment rate for all actual CalWORKs child care at 1.5 times the standard deviation above the mean market rate. Please refer to ACL 97-39 for 1997 RMR ceiling information.

D. Child Care Health and Safety Self-Certification

Code 9011, Child Care Health and Safety Self-Certification, has been established to capture the activities previously reported to the following codes which have been deleted effective this quarter:

CODE

2350 CHILD CARE HEALTH AND SAFETY SELF-CERTIFICATION-ELIGIBILITY

4810 CHILD CARE HEALTH AND SAFETY SELF-CERTIFICATION-EMPLOYMENT SERVICES

E. Child Care Trustline

Code 9021, Child Care Trustline, has been established to capture the activities previously recorded to the following codes which have been deleted effective this quarter:

CODE

2390 CHILD CARE TRUSTLINE - ELIGIBILITY

4520 CHILD CARE TRUSTLINE - EMPLOYMENT SERVICES

F. State-Only Child Care

Code 9031, State-Only Child Care, has been established to capture activities related to the provision of child care services for legal aliens ineligible under TANF guidelines, but being served under the CalWORKs WTW Program, as State-only cases.

G. Child Care Pilot Project

Code 9041, Child Care Pilot Project, has been established for capturing Child Care Pilot Project activities performed within the following 29 participating project counties: Butte, et. al., [a consortium of 14 rural Northern California counties], Contra Costa, El Dorado, Humboldt, Kern, Mendocino, Monterey, Napa, Placer, Sacramento, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, Shasta, and Sonoma. The project is funded with CDE funds, its purpose being to provide TANF recipients necessary training for serving as in-home license-exempt, or in-home licensed, child care providers. Training will focus on teaching basic child care and safety.

H. Stage Two Child Care

Effective January 1, 1998, the California Department of Education (CDE) is the responsible State agency for administering Stage Two child care. Stage Two child care is funded through the Child Care and Development Block Grant

(CCDBG), under the Child Care Development Fund (CCDF). Although funded and reimbursed through the CDE, Code 9051, Stage Two Child Care, has been established to permit Alternative Payment Program (APP) provider counties that are not identifying staff time and costs to extraneous on the CEC to have the option to capture and track all Stage Two Child Care-related activities, and costs, via the CEC.

The following codes represent the population now served under Stage Two Child Care:

CODE

2400 TRANSITIONAL CHILD CARE (TCC) ADMINISTRATION

2430 SUPPLEMENTAL CHILD CARE (SCC) ADMINISTRATION

I. Stage Three Child Care

Effective January 1, 1998, the CDE is the responsible State agency for administering Stage Three child care. The funding source for Stage Three child care is the CCDBG under the CCDF. Although funded and reimbursed through the CDE, Code 9071, Stage Three Child Care, has been established to permit APP provider counties that are not identifying staff time and costs to extraneous on the CEC to have the option to capture and track all Stage Three Child Care-related activities, and costs, via the CEC. The following codes represent the population that is now served under Stage Three Child Care:

CODE

2400 TRANSITIONAL CHILD CARE (TCC) ADMINISTRATION

2430 SUPPLEMENTAL CHILD CARE (SCC) ADMINISTRATION

J. Non-GAIN Education and Training (NET) Child Care Administration (Miller)

Effective January 1, 1998, the NET Child Care Administration Program is repealed by AB 1542, resulting in the deletion of the following code effective this quarter:

CODE

4580 NON-GAIN EDUCATION AND TRAINING (NET) CHILD CARE ADMINISTRATION (MILLER)

K. California Alternative Assistance Program (CAAP)

AB 67 (Chapter 606, Statutes of 1997) repealed the CAAP effective October 3, 1997, resulting in the deletion of the following code:

CODE

2490 CAAP CHILD CARE SERVICES

VI. NONWELFARE FUNCTION

The Nonwelfare Function has been established effective the March 1998 quarter in order to capture costs associated with nonwelfare activities performed by counties. Activities that cannot be identified to the other functions due to their nonwelfare status, or that are not otherwise reported as an Extraneous cost (plus indirect cost rate), should be reported here to ensure equitable cost allocation. Examples of non-welfare programs include, but are not limited to, Public Guardian, Veterans Affairs, Job Training Partnership Act, etc.

CWDs should identify particular Nonwelfare programs and assign unique codes as needed for both time study and claiming purposes.

VII. GENERIC FUNCTION

The Generic "function" continues to be available as part of the revised CEC for the March 1998 quarter for activities that cannot be identified to a specific function or program.

VIII. EDP/STAFF DEVELOPMENT

Both the EDP and Staff Development PCDs have been revised to reflect March 1998 quarter function and program name changes, additions, and deletions.

IX. CASEWORK/SUPPORT STAFF

In order to accommodate the March 1998 quarter functional, program, and salary pool modifications, the time study forms are revised as follows:

A. DFA 10

The DFA 10, Generic Time Study: Caseworker/EDP/Staff Development, is renamed "Time Study." The DFA 10 remains a generic form for caseworkers, with changes occurring to headings, along with the addition of Generic and Nonwelfare lines to the body of the form. Consistent with previous caseworker time study instructions, the worker must list the appropriate program code(s) for each activity they perform, recording time to generic or nonwelfare when applicable.

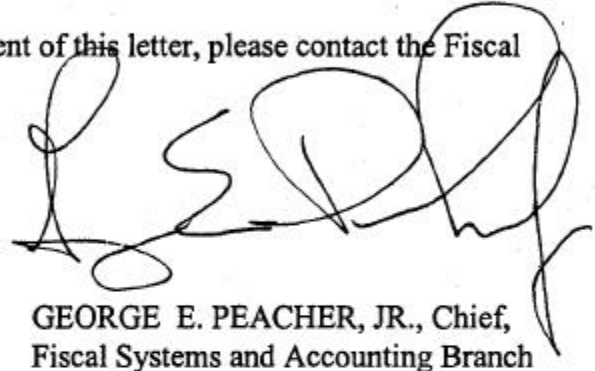
B. DFA 7

The DFA 7, Support Staff Time Report (no title change), has been revised with respect to the headings, salary pools and functional titles, as well as the time

report "body" format. CWDs still have the option whether their support staff will time study or time certify. Like caseworkers, whenever support staff time study/time certify to the function or program level, they must list the appropriate time study code information. *(Except while performing generic, direct service delivery, nonwelfare, EDP, or Staff Development support activities, which have designated lines for time reporting purposes.)*

Please see the attached PCDs, SSTRI and copies of the revised time study forms.

If you have any questions regarding the content of this letter, please contact the Fiscal Policy Bureau at (916) 657-3440.



GEORGE E. PEACHER, JR., Chief,
Fiscal Systems and Accounting Branch

Attachments

c: CWDA

SOCIAL SERVICES FUNCTION
PROGRAM CODE DESCRIPTION (3/98)

I. GENERAL FUNCTION DEFINITION

Any activity related to achieving or maintaining economic self growth to prevent, reduce, or eliminate dependency; preventing or remedying neglect, abuse, or exploitation of children and adults; preserving, rehabilitating or reuniting families; preventing or reducing inappropriate institutional care by providing for community-based care, home-based care, or other forms of less intensive care; and providing services to individuals in institutions.

II. GENERAL INSTRUCTIONS FOR COMPLETING THE TIME STUDY

- A. Complete the time study on a continuous basis throughout the day.
- B. Round hours to the nearest quarter hour.
- C. **CURRENT METHODOLOGY:** Record the total hours worked for each day; do not record overtime (OT) and compensating time off (CTO) hours worked in the total hours for the day. When CTO is used, record the time to the program or activity in which it was earned. If the county does not have a system in place to track CTO to the program in which it was earned, CTO may be recorded as nonallocable when used.

OPTIONAL METHODOLOGY FOR USE BY COUNTIES ELECTING TO DIRECT CHARGE OT AND CTO TO THE PROGRAM LEVEL: Record the total hours worked for each day; do not record OT and CTO hours worked in the total hours for the day. When CTO is used, record the time to the program which caused the overtime. If the county does not have a system in place to track CTO to the program that caused the overtime, CTO may be recorded as nonallocable when used.

- D. Record travel time to the program with which it is associated.
- E. Record breaks; dock, furlough, and leave without pay time; holidays; jury duty; military leave; sick leave; and vacation as nonallocable. Lunch and normal days off are not recorded.
- F. Record time spent in continuing training to the associated program; if not identifiable to a program, record as nonallocable.
- G. Record quality assurance and program integrity activities to the associated program.

- H. Record time for conferences and staff meetings to the associated program or function; if not identifiable to either, record as nonallocable.
- I. The total allocable and nonallocable hours recorded for each day must equal the total assigned routine work hours, as defined by the county welfare department.
- J. Caseworkers who perform both casework and administrative activities on an ongoing basis, in the normally-assigned function, will record the administrative activity to **nonallocable**.
- K. First-line supervisors of caseworkers record their nonallocable time and any direct time spent on casework activity on a daily basis. Time spent on supervision is allocated to the appropriate programs at the end of the time study period based on the allocable time of their staff.

III. TIME STUDY STAFF

Staff performing the activities listed below are required to record time to the Social Services programs; staff who are not listed must obtain prior authorization from CDSS to record csework time to Social Services programs.

- A. Caseworkers performing social services activities specified in the program descriptions below;
- B. Staff performing Adoptions and appeals activities;
- C. First-line supervisors of the staff listed in A and B above.

The criteria for the Skilled Professional Medical Personnel (SPMP) are as follows:

- a. Must have completed a two year or longer program leading to an academic degree or certificate in a medically-related profession;
- b. Must possess a medical license or certificate issued by a recognized national or state medical licenser or certifying national or state medical licenser or certifying organization, or a degree in a medical field issued by a college or university certified by a professional medical organization (e.g., registered nurse);

- c. Must be in a position that requires their professional medical knowledge and skills as evidenced by position descriptions, job announcements, or job classifications; and
 - d. Must be CWD or other county agency staff contracted to perform allowable activities.
-

NOTE: "Caseworkers" are CWD staff who perform activities which benefit public assistance recipients. Caseworker activities may include any of the following: case management, the determination of eligibility for grants and services, grant maintenance, needs assessment, arranging for and providing employment training services or social services, and welfare fraud investigations. Manual of Policies and Procedures (MPP) 25-810.4.

IV. CODE DEFINITIONS

CODE 1020 IHSS - SPMP

Includes the following activities for welfare staff meeting the SPMP requirements:

1. A physician completing the certification that an IHSS recipient needs personal care services.
2. A registered/public health nurse reviewing the case, reviewing the services authorized by the social worker as outlined in the Needs Assessment, reviewing the certification of medical necessity for consistency with the authorized services, providing consultation on the recipient's service needs, monitoring the recipient's condition and effectiveness of the client's Personal Care Services Program (PCSP) services, providing expert medical opinions related to the treatment plan, and liaison activity with service providers and other agencies that provide medical care on the medical aspects of PCSP.
3. Performing selected activities to help IHSS recipients who are Medi-Cal eligible to gain access to Health Related (HR) services in order to reduce their risk of poor health outcome. These activities include, but are not limited to the development, implementation and management of HR service plans; referrals to other agencies and programs for the assessment, evaluation, or treatment of HR needs; interagency coordination and liaison with providers of HR services to improve the service delivery system; and informing and anticipatory guidance about the causes, and prevention and remediation of HR needs.

cases; processing a claim form and calculating the benefits related to a court case ruling; data input of claims; preparing reports; participation in case reviews and audits; voter registration activities; appeals, case dictation, and statistical reporting.

CODE 1041 IHSS SIP - NON-HR/NON-PCSP

Includes time spent assisting IHSS Program recipients not eligible for federal Medi-Cal funding, including non-PCSP recipients, in selecting an individual provider(s); assisting and training the recipient in the supervision of their individual provider(s); and the actual transporting or accompaniment of the recipient to services.

CODE 1130 CSBG-SPMP

Includes time spent by SPMP performing selected activities to help adult clients who are Medi-Cal eligible to gain access to health related services in order to reduce their risk of poor health outcome. These activities include, but are not limited to the development, implementation and management of health related service plans; referrals to other agencies and programs for the assessment, evaluation, or treatment of health related needs; interagency coordination and liaison with providers of health related services to improve the service delivery system; informing and anticipatory guidance about the causes, prevention, and remediation of health related needs.

CODE 1140 CSBG - HR

Includes time spent performing activities to help adult CSBG recipients, who are Medi-Cal eligible, to gain access to medical services and attain and/or maintain a favorable physical or mental health condition by assisting the recipient in identifying and understanding their health needs.

This includes performing or assisting the eligibility worker in the determination or documentation of the recipient's Medi-Cal eligibility; development, implementation, and management of health plans; outreach activities to Medi-Cal eligible or potentially eligible persons about available services and programs; referrals to other agencies and programs for health needs; providing assistance to eligible recipients to access needed health related services; and statistical reporting.

CODE 1150 COUNTY SERVICES BLOCK GRANT (CSBG)

Includes time spent performing activities not eligible for Title XIX funding for adult CSBG recipients. This includes information and referral activities, adult

protective services, out-of-home care for adults, and optional services funded under CSBG.

**CODE 3300 IN-HOME SUPPORTIVE SERVICES (IHSS) COUNTY SERVICES
BLOCK GRANT (CSBG)**

Includes fraud activities related to IHSS (CSBG) performed by Welfare Fraud Investigators and their first-line supervisors who have peace officer status under Penal Code Section 830.

CODE 1170 ADOPTIONS - CASE MANAGEMENT

Include activities directed to a child in adoptive placement or activities immediately preceding an adoptive placement, such as a child adoptability assessment, adoptive applicant screening, and home study. Also, use for activities generally supportive of the county's adoption program. (SEE CWS CASE MANAGEMENT EXAMPLES.)

CODE 1180 INDEPENDENT ADOPTIONS

Includes independent adoption activities.

CODE 1250 ADOPTIONS - TRAINING

Training activities include the following for all elements of the Adoptions Program:

- Preparing for or providing training to CWD staff.
- Participating in continuing training received after induction training.
- Participating in short-term training provided by outside agencies.
- Participating in training conferences.
- Providing training to current or prospective adoptive parents or to adoption agency staff.

CODE 1350 SSI/SSP - OUT-OF-HOME CARE

Includes determining and certifying the need for out-of-home care for an SSI/SSP applicant or recipient who resides in an unlicensed home. This activity must be initiated by the Form SSP 22.

CODE 1400 RRP - CWS

Includes time spent arranging and providing the following services to eligible refugees in support of a CWS plan:

- Information and referral services.
- Outreach services, including activities designed to familiarize refugees with available services, explain the purpose of these services, and to facilitate access to these services.

Social adjustment services including:

1. Emergency services as follows: assessment and short term counseling to persons or families in a perceived crisis, referral to appropriate resources, and making arrangements for necessary services.
 2. Health-related services as follows: information, referral to appropriate resources, assistance in scheduling appointments and obtaining services, and counseling to individuals or families to help them understand and identify their physical and mental health needs and maintain or improve their physical and mental health.
 3. Home management services as follows: formal or informal instruction to individuals or families in management or household budgets, home maintenance, nutrition, housing standards, tenants' rights, and other consumer education services.
- Day care for children.
 - Transportation.
 - Translation and interpretation services.
 - Case management services.

CODE 1410 RRP - CSBG

Includes the same activities specified for Code 1400 except activities identified to Code 1410 must be provided to eligible refugees in support of a service plan directed at goals other than Employability or CWS.

CODE 1420 RRP - UNACCOMPANIED MINORS

Includes the provision of CWS to unaccompanied Refugee and Cuban Haitian entrant minors.

CHILD WELFARE SERVICES (CWS)

REFERENCE

CASE MANAGEMENT

means a service-funded activity performed by a social worker which includes assessing the child's/family needs, developing the case plan, monitoring progress in achieving case plan objectives, and ensuring that all services specified in the case plan are provided.

MPP 31-002(c)(1)

CASE PLAN

means a written document which is developed based upon an assessment of the circumstances which required child welfare services intervention; and in which the social worker identifies a case plan goal, the objectives to be achieved, the specific services to be provided, and case management activities to be performed.

MPP 31-002(c)(2)

PUBLIC LAW # 96-272 requires developing a case or services plan for a child including initial plan, and comprehensive reunification plan. Additional reference Public Law #101-239.

COUNSELING

means assisting the child and his/her family to analyze and better understand the situation; select methods of problem-solving; identifying goals; and explore alternative behavior. MPP 31-002(16)

VOLUNTARY FC PROGRAM

Senate Bill 1125, Chapter 1203, Statutes of 1991, provided for federal financial participation for children voluntarily placed in foster care and current federal reporting requirements require separate identification of these expenditures. (County Fiscal Letter Number 92/93-40, dated March 2, 1993.)

CODE 1380 CWS-SPMP

Includes selected activities to help children who are Medi-Cal eligible, including children in foster care and Seriously Emotionally Disabled children, to gain access to health related services in order to reduce their risk of poor health outcome. These activities include, but are not limited to, the development, implementation and management of health related service plans; referrals to

other agencies and programs for the assessment, evaluation or treatment of health related needs; interagency coordination and liaison with providers to health-related services to improve the service delivery system, and in-depth informing and anticipatory guidance about the causes, prevention and remediation of health related needs; completing, updating, and disseminating any paperwork necessary to the completion of these activities; and receiving or providing health related training.

NOTE: If these activities are performed by a person not qualifying as SPMP, record the time to Program 144. SPMP performing non-enhanced health related activities also record this time to Program 144.

CWS - PREPARATION FOR ELIGIBILITY DETERMINATION

Includes activities related to preparing for the determination of a child's eligibility for the Foster Care, or Adoption Assistance Program, not the actual eligibility determination, e.g.:

- Gathering and verifying information used by the Eligibility Worker in regard to income, parental deprivation, resources, social security numbers, birth certificates, and child support.
- Filling out and processing necessary forms.
- Providing information to determine eligibility for other financial benefits such as SSI, VA, or Black Lung.
- Querying systems, records, and other staff for current AFDC status.
- Making court recommendations for support, requesting such court action and completing court orders.
- Preparing and participation in program audits.
- Travel time associated with any of the above activities.

Identify activities to the component.

CODE 1431 EMERGENCY RESPONSE SERVICES
CODE 1432 FAMILY MAINTENANCE SERVICES
CODE 1433 FAMILY REUNIFICATION SERVICES
CODE 1434 PERMANENT PLACEMENT SERVICES

CWS - HR FOR MEDI-CAL ELIGIBLE CHILDREN

Any activity to help children who are Medi-Cal eligible, including all foster and SED children, to gain access to medical services and/or to attain or maintain a

favorable physical or mental health condition by assisting them in identifying and understanding their health needs or securing and utilizing treatment and health maintenance services. Such activities include, but are not limited to, performing, assisting the eligibility worker in, or assisting the parent of the child in applying for determination or documentation of Medi-Cal eligibility for children; development, implementation and management of health plans; referrals to other agencies and programs for health needs; statistical reporting; outreach activities to Medi-Cal eligible or potential eligibles about available services and programs; and liaison activities with medical providers.

Identify activities to the component.

CODE 1441 EMERGENCY RESPONSE PROGRAM
CODE 1442 FAMILY MAINTENANCE PROGRAM
CODE 1443 FAMILY REUNIFICATION PROGRAM
CODE 1444 PERMANENT PLACEMENT PROGRAM

CWS - TRAINING

Training activities include the following for all elements of the CWS program:

- Preparing for or providing training to staff.
- Participating in continuing training received after at least five consecutive days of induction training.
- Participating in training conferences or short-term training provided by outside agencies of less than four weeks.
- Providing training to current or prospective foster parents and to staff of foster family agencies.
- Travel time associated with any of the above activities.

Identify activities to Code 1450.

CWS - SERVICES/NON-FEDERAL

The individual child's case plan shall be the basic guideline for the provision of child welfare services. Services include, but are not limited to the following:

- Providing counseling, or other therapeutic services to a child or to the child's family in order to ameliorate or remedy personal problems, behaviors, or home conditions, as referenced;
- Providing homemaking instruction, through discussion and example when parent/guardian functioning can be improved by teaching more effective child care skills and home maintenance. MPP 31-002(t)(1).

- Parenting training.

Identify activities to Code 1460.

CWS - COURT-RELATED ACTIVITIES

Any court-related activity directed to the placement of a child:

- Preparing for and/or participating in any judicial determination regarding a child.
- Preparing or filing court documents including petitions, motion for extension, termination of dependencies or a custodial order.
- Any court appearance where the local agency is seeking custody of a child, or the status of a child in the county's custody is being reviewed.
- Paperwork and contacts related to judicial activity.
- Travel time associated with the above activities.

Identify activities to the component.

CODE 1471 EMERGENCY RESPONSE SERVICES
 CODE 1472 FAMILY MAINTENANCE SERVICES
 CODE 1473 FAMILY REUNIFICATION SERVICES
 CODE 1474 PERMANENT PLACEMENT SERVICES

CWS - CASE MANAGEMENT

Includes activities directed to a specific child when the child remains in the home or in out-of-home placement, including relative placements and emergency shelter care. Included is the development of the case plan which indicates the specific services necessary to meet the protective needs of the child. Activities include, but are not limited to the following:

- Assessing child's/family's needs and developing a case plan as indicated in regulations.
- Arranging for the provision of services and referrals for other services, when necessary.
- Arranging for pre-placement visits.
- Working with foster parents to prepare them to receive a child.
- Monitoring progress in meeting case plan objectives and updating the case plan.
- Management and supervision of the case, participation in case conferences, permanency planning meetings, and administrative reviews.
- Recruitment activities, developing and distributing resource material, consulting and coordinating with service providers and community based organizations.
- Activities that are directed towards enhancing, expanding or supporting the county's program of preventive services or out-of-home care.

- Do not include court document preparation or petition filing - these are code 147, CWS-Court Related activities.
- Travel time associated with any of the above activities.

Identify activities to the component.

CODE 1481 EMERGENCY RESPONSE SERVICES
 CODE 1482 FAMILY MAINTENANCE SERVICES
 CODE 1483 FAMILY REUNIFICATION SERVICES
 CODE 1484 PERMANENT PLACEMENT SERVICES

(See attached CWS Time Study Activities chart for codes 143, 145, 146, 147, and 148)

CODE 1540 CWS-CASE MANAGEMENT: VOLUNTARY FOSTER CARE PROGRAM

Includes activities directed to a specific child when the child is voluntarily placed in foster care.

- Refer to activities identified in CWS-Case Management.

CODE 2230 EMERGENCY ASSISTANCE (EA) CHILD WELFARE SERVICES (CWS) - ELIGIBILITY

Includes eligibility determinations, screening for prior EA episode, approvals, denials, authorization actions, and issuance of notices.

FAMILY PRESERVATION PROGRAM

CODE 1590 FAMILY PRESERVATION PROGRAM-SPMP

Refer to Code 1380, CWS-SPMP, for description of activities.

Note: SPMP performing non-enhanced activities use Code 1680.

CODE 1680 FAMILY PRESERVATION PROGRAM - HR

Refer to Program 144, CWS-HR for Medi-Cal Eligible Children, for description of activities.

CODE 1740 FAMILY PRESERVATION PROGRAM - TRAINING

Refer to Program 145, CWS-Training, for description of activities.

CODE 1750 FAMILY PRESERVATION PROGRAM - SERVICES

Refer to Program 146, CWS-Services, for description of activities.

CODE 1770 FAMILY PRESERVATION PROGRAM - CASE MANAGEMENT: PREVENTIVE SERVICES

Refer to Program 148, CWS-Case Management, for description of activities.

CODE 1790 FAMILY PRESERVATION PROGRAM - CASE MANAGEMENT: FOSTER CARE

Refer to Program 148, CWS-Case Management, for description of activities.

CODE 1500 EARLY, PERIODIC, SCREENING, DIAGNOSIS, AND TREATMENT (EPSDT)

Includes support activities for EPSDT, such as consultation, outreach, and follow-up, when performed by an EPSDT unit under contract to the local Child Health and Disability Prevention Agency. Does not include information and referral activities performed by eligibility workers.

CODE 1550 FOSTER FAMILY LICENSING

Includes recruitment, study, certification, licensing, and approval of foster family homes for children; recertification, renewal, suspension, revocation, and complaint investigation actions affecting licensing; public information on out-of-home care programs and supporting participation of the public in such care; licensing information/data system activities; and travel related to any of these activities.

CODE 1570 LICENSING - DAY CARE

Includes the provision of licensing requirements to facilitate the development of new family day care homes; evaluation and verification of the application, including the required onsite evaluation; renewal applications and site visit, if required; follow-up on complaints and deficiencies; and maintenance of a list of licensed family day care homes.

CODE 1580 FOSTER FAMILY LICENSING - TRAINING

Includes the following training activities for the Foster Family Licensing Program:

- o Preparing and providing training to prospective foster parents on foster family home licensing requirements.
- o Participating in continuing training received after induction training.
- o Participating in short term training provided by outside agencies.
- o Participating in training conferences.

CODE 1600 CHILD CARE AND DEVELOPMENT PROGRAM

Includes eligibility determination, service arrangement, and associated case management for child care provided under the standard agreement between the county and California Department of Education.

CODE 1670 CHILD ABUSE PREVENTION, INTERVENTION AND TREATMENT (CAPIT)

Includes the provision of services for child abuse and intervention.

CODE 1820 INDEPENDENT LIVING PROGRAM (ILP) - CASE MANAGEMENT

Includes ILP case management activities for children: assessing the need for ILP services, developing the ILP service plan, and referring the child to services.

CODE 1840 ILP - SERVICES

Includes the provision of ILP services to children: independence counseling; providing training on occupational and college preparatory high school classes, financial aid and scholarships, the acquisition of social security cards, medical history information, birth certificated or other proof of birth, housing and home management; and other necessary services.

CODE 5040 AB 2129 Foster Parent Training

Includes time spent preparing for and providing short-term training to current and prospective foster parents.

CODE 5060 AB 2129 Foster Parent Recruitment

Includes time spent performing foster parent recruitment activities for the AB 2129 Foster Parent Training and Recruitment Program, and travel associated with the recruitment activities.

CODE 5131 EA-ER APPLICATION COMPLETION

Includes time spent completing the EA-ER application. Time spent obtaining the parents signature on the EA application may be included.

CODE 5132 EA-ER TRAINING

Includes time spent preparing for and providing EA-ER training for staff.

CODE 5134 EA-ER REFERRALS

Includes time spent receiving emergency referrals, assessing whether the referral is a child welfare services referral, completing the ER protocol, and investigating the emergency allegations, including the collateral contacts. Also includes time spent closing those cases in which the allegations are unfounded. For those cases in which the allegations are not unfounded, includes time spent in investigation activities, including reporting to the Department of Justice and noticing the parents regarding the temporary custody of the child.

FAMILY PRESERVATION AND SUPPORT PROGRAM (FPSP)

CODE 5150 FAMILY PRESERVATION SERVICES

Activities include, but are not limited to, services designed to help families alleviate crises that might lead to out-of-home placement of children; services that maintain the safety of children in their home; services that support families preparing to reunite or to adopt a child; information and referral services.

CODE 5160 FAMILY SUPPORT SERVICES

Family Support activities include, but are not limited to, home visitation, parent education, information and referral services, family counseling services, respite care for parents and other caregivers, early development of children to assess the needs of children, literacy services, and health education for children and parents.

**CalWORKs FUNCTION
PROGRAM CODE DESCRIPTION (3/98)**

I. GENERAL FUNCTION DEFINITION

Any activity related to the **CalWORKs Program**.

II. GENERAL INSTRUCTIONS FOR COMPLETING THE TIME STUDY

- A. Complete the time study on a continuous basis throughout the day.
- B. Round hours to the nearest quarter hour.
- C. **CURRENT METHODOLOGY:** Record the total hours worked for each day; do not record overtime (OT) and compensating time off (CTO) hours worked in the total hours for the day. When CTO is used, record the time to the program or activity in which it was earned. If the county does not have a system in place to track CTO to the program in which it was earned, CTO may be recorded as nonallocable when used.

OPTIONAL METHODOLOGY FOR USE BY COUNTIES ELECTING TO DIRECT CHARGE OT AND CTO TO THE PROGRAM LEVEL: Record the total hours worked for each day; do not record OT and CTO hours worked in the total hours for the day. When CTO is used, record the time to the program or activity which caused the overtime. If the county does not have a system in place to track CTO to the program that caused the overtime, CTO may be recorded as nonallocable when used.

- D. Record travel time to the program with which it is associated.
- E. Record breaks, dock, furlough, and leave without pay time, holidays, jury duty, military leave, sick leave, and vacation as nonallocable. Lunch and normal days off are not recorded.
- F. Record time spent in continuing training to the associated program; if not identifiable to a program, record as nonallocable.
- G. Record time for conferences and staff meetings to the associated program or function; if not identifiable to either, record as nonallocable.
- H. The total allocable and nonallocable hours recorded for each day must equal the total assigned routine work hours, as defined by the County Welfare Department (CWD).

- I. Caseworkers who perform both casework and administrative activities on an ongoing basis, in the normally-assigned function, will record the administrative activity to **nonallocable**.
- J. First-line supervisors of caseworkers record their nonallocable time and any direct time spent on casework activity on a daily basis. Time spent on supervision is allocated to the appropriate programs at the end of the time study period based on the allocable time of their staff.

III. TIME STUDY STAFF

- A. **Eligibility workers performing CalWORKs eligibility determinations and grant maintenance activities;**
- B. Staff providing employment training services, including case management and needs assessment;
- C. Appeals Workers;
- D. **County Performance Sample (CPS) data collection staff;**
- E. **Welfare Fraud staff (NOTE: These are Welfare Fraud Investigators (WFI) and their first-line supervisors who have peace officer status under Penal Code Section 830. Investigative staff who do not have peace officer status— a requirement necessary for reporting time to the same Fraud codes used by WFI - should report time to the applicable program codes that do not indicate that they are restricted to WFI staff.)**
- F. Clerical and administrative staff performing CalWORKs activities on a full-time basis, e.g., case budget computations and Child Support disregard;
- G. Caseworkers, clerical and administrative staff performing fiscal or case budget activities associated with Title IV-D Child Support collections; and,
- H. First-line supervisors of the staff listed in A-G, above.

IV. CODE DEFINITIONS

CalWORKs

Includes eligibility determinations and grant maintenance functions for the CalWORKs Program; Medi-Cal and Food Stamp functions for linked cash grant CalWORKs cases; Welfare to Work (WTW) activities; voter registration activities; Income and Eligibility Verification System (IEVS) functions including inquiries, matches, fraud referrals, and follow-up; preparing and/or presenting a case for

hearing; and modified Quality Control Information System (QCIS) activities for the CalWORKs. This category also includes Integrated Earnings Clearance/Fraud Detection System (IFD) functions including earning clearance reviews; IFD fraud referrals; IFD overpayment computations, and related contacts; and CalWORKs zero grants. Identify all time to one of the following:

CODE 6141 CalWORKs ELIGIBILITY

Includes diversion activities, eligibility determinations, and grant maintenance functions for the CalWORKs Program. Allowable activities include continuing, voter registration, and activities associated with the Work Opportunity Tax Credit (WOTC) Program. This code also includes Temporary Assistance for Needy Families (TANF)/CalWORKs case file reviews and data collection conducted by CPS staff through the modified QCIS.

This code does not include activities that can be specifically identified to the Medi-Cal or Food Stamp Programs, or those activities that are common to all three programs, i.e., CalWORKs, Food Stamp and Medi-Cal.

PRIOR CODES:

2011 AFDC-FG/U-INTAKE

2013 AFDC-FG/U - CONTINUING

CODE 6151 INITIAL ELIGIBILITY DETERMINATION FOR CalWORKs, FOOD STAMPS, AND MEDI-CAL PROGRAMS

Includes the initial eligibility determination intake and grant maintenance activities that are common to CalWORKs, Food Stamp, and Medi-Cal Programs.

PRIOR CODE:

2011 AFDC FG/U - INTAKE

CODE 6161 NONFEDERAL CalWORKs ELIGIBILITY

Includes diversion activities, eligibility determinations and grant maintenance activities performed on behalf of Nonfederal CalWORKs participants. Allowable activities include informing requirement, preparing NOAs, payment/services, and noncash services. (i.e., review of employment history, likelihood and prospect of applicant obtaining full-time employment, the need for cash assistance for housing or substantial and unforeseen expenses or work-related expenses, housing stability and adequacy of child care arrangements, if applicable).

CODE 2040 CalWORKs -IEVS

Includes reviewing and verifying that a discrepancy identified by the Integrated Earnings Clearance/Fraud Detection System (IFD) Wage Match or New Hire Match (NHM) exists between the gross earnings or employment reported by the recipient to the county and by the employer to the Employment Development Department (EDD); contacting recipients and employers to verify if earnings were unreported or underreported by the recipient and determining if an overpayment/overissuance was made; reviewing and verifying whether recipients received duplicate aid as indicated by the IFD Wage Match; contacting recipients, financial institutions, or any persons/agencies to verify the existence and ownership of assets identified by the Franchise Tax Board Asset Match System, and determining if the recipient was ineligible for aid; determining whether an overpayment/issuance was made and the amount overpayment/overissuance if total ineligibility exists; and preparing the associated Notice of Action and IEVS Response Document and IEVS Management Report (DPA 482). (NOTE: the NHM information must be processed by dedicated IEVS staff who time study in accordance with CDSS time study instructions. As in the case with the wage match, we recommend that any resulting overpayments and grant reduction collections be initiated by dedicated IEVS or Collections staff, and time studied to Code 2780, CalWORKs Overpayment Collections.)

CODE 2260 CHILD/SPOUSAL SUPPORT DISREGARD

Includes preparing and authorizing payments, preparing any required notices, and responding to client inquiries about the disregard payment.

CODE 2630 U.S. RESIDENCY PROJECT

For Imperial and San Diego Counties only - includes interviewing applicants and recipients of public assistance to determine residency; reviewing documents for authenticity, completeness, and accuracy; determining case status; data collection for project evaluation; and referral of sampled cases for fraud investigation follow-up.

CODE 2690 CalWORKs SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENT (SAVE) PROGRAM

Primary and/or secondary verification activities to establish alien Satisfactory Immigration Status (SIS) with the Immigration and Nationalization Service (INS) including: completion of primary and secondary INS verification forms; obtaining, copying, and transmitting alien documents to the INS; comparing

INS data with documents submitted by aliens; and execution of consent for disclosure statement for amnesty and special agricultural worker applicants. SIS should be established for all aliens at application and for all alien recipients at recertification or redetermination.

CODE 2780 CalWORKs OVERPAYMENT COLLECTIONS (SB 627)

Includes the following **CalWORKs** collection activities:

1. discovery and computation of overpayment, and notification of recipients (excluding IEVS matches);
2. establishment of the overpayment record, and initiation of grant reduction or cash collection (for all overpayments, including those discovered by IEVS);
3. recording and accounting of collections;
4. referral of closed cases for cash collection;
5. re-establishment of grant reduction on reopened cases; and,
6. reporting of collection activity.

CODE 2930 CalWORKs AFIRM-LOS ANGELES (LA) COUNTY

For LA County only - includes referral of cases to fraud investigations, documenting applicant/recipient explanations, and preparing notices of action.

CODE 2460 CAL-LEARN ADMINISTRATION

Includes identifying Cal-Learn cases; providing a teen parent or pregnant teen with information and referral to the Cal-Learn Program; preparing informational notices and Notices of Action; processing supportive services payments; making grant determinations; authorization and processing of sanctions and bonuses.

PRIOR CODE:

4300 **CAL-LEARN ADMINISTRATION**

CODE 6171 CAL-LEARN CASE MANAGEMENT

Includes time spent determining good cause, deferral and exemption status; approving sanction/bonus recommendations; processing supportive services payments; authorization of and computation of bonuses; and preparation for

hearings. Also includes providing assistance to teens to obtain educational, social and health services; scheduling and providing orientation to the Cal-Learn Program; counseling; developing case plans; identifying the need for, arranging, and authorizing supportive services; coordinating child care plan with educational plan; making referrals to community services; monitoring the teen parent to determine effectiveness of service provision; assessing progress toward case plan goals; making changes to improve teen parent's program; and recommending payment of bonuses or imposition of sanction.

This code does not include activities that can be specifically identified to Child Welfare Services-Minor Parent Investigations.

PRIOR CODE:

4310 CAL-LEARN CASE MANAGEMENT

CODE 6181 CalWORKs PROGRAM INTEGRITY

This code is for non-WFI staff performing CalWORKs administrative hearing activities and CalWORKs Early Detection/Prevention Program (ED/PP) activities. ED/PP activities with CalWORKs cases may include, but are not limited to, conducting investigations, home visits, interviews, preparing investigative reports for civil and criminal complaints for the prosecuting authority, maintaining complete records of fraud investigative activities, and statistical reports.

PRIOR CODES:

2080 AFDC ADMINISTRATIVE HEARINGS

2650 EARLY DETECTION/PREVENTION PROGRAM (ED/PP) - AFDC

2730 EARLY FRAUD DETECTION/PREVENTION PROGRAM (EFD/P) - AFDC

CODE 6191 CalWORKs CALIFORNIA WORK PAYS DEMONSTRATION PROJECT (CWDP) CONTROL

For Alameda, Los Angeles, San Bernardino, and San Joaquin counties only - Includes eligibility intake and continuing casework activities for "control" status cases under CWDP. The casework activities to be included for this code are the same as described for Code 6141, CalWORKs ELIGIBILITY.

PRIOR CODES:

2901 AFDC-INTAKE-CWDP CONTROL

2903 AFDC-CONTINUING-CWDP CONTROL

CODE 6100 CalWORKs - JAIL MATCH (SB 1556)

CalWORKs and PAFS cases Jail Match casework activities required by SB 1556: includes reviewing and verifying that a recipient identified by the Jail Match System is or has been incarcerated; contacting recipients and jail facilities to verify whereabouts and exact dates of incarceration; determining if the recipient was eligible for aid and whether an overpayment/overissuance was made and the amount of the overpayment/overissuance if ineligibility exists for the recipient or case.

CODE 6500 NONALLOCABLE

Includes vacation, breaks, sick leave, holidays, and any other paid time-off; also include dock, furlough, and leave without pay time.

CalWORKs FRAUD ACTIVITIES

Includes any activity performed by Welfare Fraud Investigators (WFI) related to the investigation and prosecution of fraud when a person, on behalf of himself or herself, has knowingly and with intent to deceive or defraud made a false statement or representation to obtain aid, to obtain a continuance or increase of aid, or to avoid reduction or denial of aid.

Welfare Fraud Investigators (WFI) are required to record time for investigative activities to the programs specified below. Investigators and their first-line supervisors are required to have peace officer status under Penal Code Section 830 in order to record time to fraud programs. Investigative staff who do not have peace officer status must record time spent on investigative activity as casework time, identified to the applicable program.

(NOTE: All CalWORKs Function fraud codes listed below are for use by WFI having peace officer status, however, this is not the case for all Fraud-related PCDs. Fraud codes reserved for use only by WFI are identified as such within each individual PCD effective with the March 1998 quarter.)

CODE 3010 CalWORKs FRAUD

Includes fraud activities related to a federal CalWORKs case. A case is defined as federal if at any a time during the investigation period it was federally eligible.

CODE 3050 NONFEDERAL CalWORKs FRAUD

Includes fraud activities related to a nonfederal CalWORKs case. A case is defined as nonfederal if during the entire investigation period it was nonfederally eligible.

CODE 3150 FEDERAL CalWORKs and FS FRAUD

Includes activities related to a case receiving both federal CalWORKs and FS. When the investigation ceases on one of the program components of the case, the activities are reported to solely to the remaining component, i.e., either CalWORKs fraud or FS fraud.

CODE 3200 NONFEDERAL CalWORKs and FS FRAUD

Includes activities related to a case receiving both nonfederal CalWORKs & FS. When the investigation ceases on one of the program components of the case, the activities are reported to solely to the remaining component, i.e., either nonfederal CalWORKs fraud or nonfederal FS fraud as appropriate.

CODE 3400 EARLY FRAUD DETECTION/PREVENTION - FEDERAL CalWORKs

Activities with federal CalWORKs cases include, but are not limited to, conducting investigations, home visits, interviews, preparing investigative reports for civil and criminal complaints for the prosecuting authority, maintaining complete reports of fraud investigative activities, and completing statistical reports.

CODE 3420 EARLY FRAUD DETECTION/PREVENTION - CalWORKs and FS

Includes EFD/P activities related to combined CalWORKs and Food Stamp cases.

WELFARE TO WORK (WTW) CASEWORKER ACTIVITIES

Effective with the March 1998 quarter, Greater Avenues to Independence (GAIN) Placement and Development Services activities formerly captured separately under Code 4052, have been re-classified as "general" WTW Caseworker Activities listed below. These activities include: soliciting and developing employment and training slots for the Work Experience component; negotiating employment and training contracts; and, performing on-site programmatic monitoring of contracts, including contractor compliance in meeting the participant's employment goal and resolution of participation problems.

General WTW caseworker activities include: determining deferrals; arranging for the participant's entry into the WTW component; referring clients to the tribal Job Training and Basic Skills (JOBS) program; assessing the need for, and arranging for supportive services, *other than child care*; calculating supportive service overpayments (OP); completing OP Notices of Action; coordinating OP grant adjustments with CalWORKs caseworker; tracking and monitoring participant activities; securing and referring participants to job interviews; arranging for or providing employment or training-related

counseling; completing subsequent Activity Agreements; coordinating grant diversion activities with the CalWORKs caseworker; conducting conciliation and good cause determinations; determining the need for and coordinating sanction activities with the CalWORKs caseworker; preparing for and presenting information at hearings; providing client services, and domestic violence resource and referral activities.

WTW caseworker activities listed within each WTW Code listed below are in addition to the general WTW caseworker activities listed above. **PLEASE IDENTIFY ALL CASEWORKER ACTIVITIES TO THE FOLLOWING WTW PROGRAM COMPONENTS ACCORDING TO PROGRAM PARTICIPANT ASSIGNMENT.**

CODE 6201 WTW PRE-ASSESSMENT

Includes providing a CalWORKs applicant/recipient with an orientation to the WTW Program and the available supportive services; advising the client of his/her rights and responsibilities; activities associated with the WOTC Program; administering the basic skills screening tests; developing and documenting the preliminary employment goal; completing the General and Initial Activity Agreement; referring the participant to the initial assignment or WTW Assessment; and activities prior to Assessment related to one-week job readiness workshop and activities related to supervised/unsupervised job search. Also includes Job Club Case Management (CM) and Program Operations, Supervised Job Search CM and Program Operations, and Other Job Search Services CM activities.

PRIOR CODES:

4051 GAIN ORIENTATION AND APPRAISAL

4053 GAIN JOB CLUB - JOB SEARCH SERVICES

CODE 6241 WTW ASSESSMENT

Includes activities related to the participant's entry into the component; amended Activity Agreement; third party assessors; vocational assessment; evaluation of participant's education and employment history and need for supportive services; evaluation and completion of the employment goal and plan; and reappraisals. Includes all Assessment Program Operations activities.

PRIOR CODE: 4054 GAIN ASSESSMENT

CODE 6211 WTW POST-ASSESSMENT: COMMUNITY SERVICE

Includes any activities performed relating to the provision of community service assignments to WTW Program Participants who:

- 1) have reached their time limit (18th month or 24th month, as

applicable); and

- 2) have not found unsubsidized employment sufficient to meet the required minimum hours of participation.

CODE 6231 WTW POST-ASSESSMENT: VOCATIONAL EDUCATION

Includes job-specific training in a classroom or on-site setting and other college training, including post secondary education, and self-initiated programs.

PRIOR CODE: 4056 GAIN VOCATIONAL TRNG & EDUCATION

CODE 6221 WTW POST-ASSESSMENT: OTHER

Includes any WTW Post-Assessment activities other than those related to either the Vocational Education or Community Service WTW components.

PRIOR CODES:

4055 GAIN EDUCATION

4057 GAIN WORK EXPERIENCE

CODE 4512 NONFEDERAL WTW

Includes activities for all WTW components performed on behalf of a nonfederal participant.

STAFF DEVELOPMENT
PROGRAM CODE DESCRIPTION (3/98)

I. GENERAL INSTRUCTIONS FOR COMPLETING THE TIME STUDY

- A. Complete the time study on a continuous daily basis throughout the quarter.
- B. Round hours to the nearest quarter hour.
- C. **CURRENT METHODOLOGY:** Record the total hours worked for each day; do not record overtime (OT) and compensating time off (CTO) hours worked in the total hours for the day. When CTO is used, record the time to the program or activity in which it was earned. If the county does not have a system in place to track CTO to the program in which it was earned, CTO may be recorded as a nonallocable when used.

OPTIONAL METHODOLOGY FOR USE BY COUNTIES ELECTING TO DIRECT CHARGE OT AND CTO TO THE PROGRAM LEVEL: Record the total hours worked for each day; do not record OT and CTO hours worked in the total hours for the day. When CTO is used, record the time to the program or activity which caused the overtime. If the county does not have a system in place to track CTO to the program that caused the overtime, CTO may be recorded as nonallocable when used.

- D. Record travel time to the program with which it is associated.
- E. Record breaks; dock, furlough, and leave without pay time; holidays; jury duty; military leave; sick leave; and vacation as nonallocable. Lunch and normal days off are not recorded.
- F. Record time spent in continuing training to the associated program; if not identifiable to a program, record as nonallocable.
- G. Record time for conferences and staff meetings to the associated program or function; if not identifiable to either, record as nonallocable.
- H. The total allocable and nonallocable hours recorded for each day must equal the total assigned routine work hours, as defined by the county welfare department.
- I. Staff development personnel are required to complete a continuous time study. In addition, part-time staff must record time spent performing staff development activities on a continuous basis as well.

II. TIME STUDY STAFF

- A. Trainers and their first-line supervisors, and nonsupervisory training coordinators time study to staff development all activities that are specified in the county's Annual Training Plan. For staff not assigned full-time, the non-staff development time is recorded as casework or administrative activity in accordance with the Support Staff Time Reporting Plan (SSTRP).

- B. Clerical staff who are assigned to support the staff development unit record this time to Staff Development Support on the DFA 7. For those staff who also provide support to non-staff development units, the non-staff development support time is recorded in accordance with the SSTRP, and as a result, their salaries and benefits are prorated between the Staff Development Costs and other applicable cost pools.
- C. Second-line staff development supervisors who are assigned to the staff development unit record their time to Staff Development Support on the DFA 7. If not assigned solely to staff development, the non-staff development time is recorded in accordance with the SSTRP, and their salaries and benefits are prorated between the Support Staff Costs and Staff Development Costs pools.
- D. Staff Development Trainees do not time study to staff development.
 - 1. Caseworkers attending induction training or full-time training of at least four consecutive weeks do not complete any time study.
 - 2. Caseworkers in continuing training record the time to the benefiting program as a casework activity; generic training is recorded as nonallocable.
 - 3. In SSTRP counties, administrative and clerical staff record time for program or function-related training to the level approved in the SSTRP on the Support Staff Time Report; generic training is recorded as nonallocable.

III. TIME STUDY INSTRUCTIONS

Staff development activities include planning, needs assessment, course design, presenting training, monitoring and evaluation. Staff development activities are identified to three categories: function, specific program, or generic. Identify activities to the category based on the following definitions.

- A. Function: The training activity relates to a function but is not specific to one program within the function:
 - 1. Social Services-General
 - 2. CalWORKs - General
 - 3. Other Public Assistance - General
 - 4. Child Care - General
 - 5. Non-Welfare - General
 - 6. Generic

SUPPORT STAFF TIME REPORT INSTRUCTIONS (3/98)

I. Staff Required to Complete Support Staff Time Report (DFA 7)

The DFA 7 is completed by all county welfare department (CWD) support staff who perform departmentwide support, management supervisory, and clerical support, identified in the Support Staff Time Reporting Plan (SSTRP). In non-SSTRP counties, CWD support staff complete the DFA 7 if they perform: direct service delivery, EDP support, staff development support, nonwelfare activities, or direct-to-program/functions.

Support Staff Salary Pools

- A. General Support: Staff (includes both management/supervisory and clerical) who perform activities having departmentwide benefit, or who are not in direct support of casework staff.
- B. Management/Supervisory Support: Administrative staff who predominately support casework staff.
- C. Clerical Support: Clerical staff who are predominantly in direct support of casework staff.

II. Benefiting Level

- A. Generic: Activities of unit staff typically have departmentwide benefit.
- B. EDP Support: Staff who are organizationally assigned to support an EDP office on a full-or part-time basis. The salary of individuals reporting time to EDP support will be reported on the DFA 325.1A, EDP Cost Detail Schedule.
- C. Staff Development Support: Staff who are organizationally assigned to support a staff development office on a full-or part-time basis. The salary of individuals reporting time to staff development support will be reported on the DFA 325.1C, Staff Development Schedule.
- D. Nonwelfare: Staff who supports nonwelfare activities.
- E. Direct Service Delivery (DSD): These codes are for use by staff who provide services to clients on a full-or part-time basis. The salary of individuals who perform DSD will be reported on the DFA 325.1B, Direct Cost Schedule. See DSD Codes below.
- F. Direct-To-Program/Functions: Activities time studied to functions/programs by recording the applicable program code number from the appropriate functional Program Code Description.

NOTE: Support staff can time study or time certify depending on activities performed. Staff within a unit who are providing direct-to-program activities must time study unless assigned to a single program/function area.

<u>PIN</u>	<u>Title</u>	<u>Program</u>
<u>Social Services Function</u>		
101060	Direct Services Delivery	IHSS-Welfare Staff Service Providers
102060	Direct Service Delivery	IHSS-SPMP
103003	Transportation	IHSS-HR/PCSP
103068	Direct Costs	IHSS-PCSP/HR
104068	Direct Costs	IHSS-NON-HR/NON-PCSP
108060	Direct Service Delivery	IHSS-PCSP
113060	Direct Service Delivery	CSBG-SPMP
114003	Transportation	CSBG-HR
115003	Transportation	CSBG
117003	Transportation	Adoptions-Case Management
118068	Direct Costs	Adoptions-Independent/Nonfederal
138060	Direct Service Delivery	CWS-SPMP
141003	Transportation	RRP/CSBG Services
144103	Transportation	CWS-HR/ER
144203	Transportation	CWS-HR/FM
144303	Transportation	CWS-HR/FR
144403	Transportation	CWS-HR/PP
146068	Direct Costs	CWS-Services/Nonfederal
147103	Transportation	CWS-Court-Related/ER
147203	Transportation	CWS-Court-Related/FM
147303	Transportation	CWS-Court-Related/FR
147403	Transportation	CWS-Court-Related/PP
148103	Transportation	CWS-Case Management/ER
148303	Transportation	CWS-Case Management/FR
148403	Transportation	CWS-Case Management/PP
154003	Transportation	CWS-Case Management-Voluntary FC Program
159060	Direct Service Delivery	FPP-SPMP
168003	Transportation	FPP-HR
175003	Transportation	FPP-Counseling/Nonfederal
179003	Transportation	FPP-Case Mgt: Foster Care
184003	Transportation	ILP-Services
515060	Direct Service Delivery	FPSP-Family Preservation Services
516060	Direct Service Delivery	FPSP-Family Support Services
<u>Other Public Assistance Function</u>		
211025	Food Stamp Issuance	Food Stamp Issuance
215060	Direct Service Delivery	Medi-Cal
217060	Direct Service Delivery	CMSP/Non-RRP/CHEP
349060	Direct Service Delivery	Medi-Cal Section 1931

CalWORKs Function

409803 Transportation
451203 Transportation
468003 Transportation

WTW
Nonfederal WTW
FSET

III. Nonwelfare Support Time

Support staff salary, benefits and overhead costs (as determined by the indirect cost rate) will be identified to Extraneous. **Counties may also report these non-welfare costs to the Non-Welfare Function to allow for appropriate distribution of allocable costs.**

IV. Completing the DFA 7

- A. Check the appropriate box to indicate the worker's classification: General/Direct-to-Program/Function management/supervisory or clerical, EDP support, or staff development support. A worker may have more than one classification.
- B. If a worker is recording time to the program level, enter the program code from the appropriate function PCD's and record on the generic DFA 7.
- C. Record hours to the appropriate line and round to the nearest quarter hour.
- D. Record breaks; dock, furlough, and leave without pay; holidays; jury duty; military leave; sick leave; and vacation time as nonallocable. Lunch and normal days off are not recorded.
- E. **CURRENT METHODOLOGY:** Record the total hours worked for each day; do not record overtime (OT) and compensation time off (CTO) hours worked in the total hours for the day. When CTO is used, record the time to the program or activity in which it was earned. If the county does not have a system in place to track CTO to the program in which it was earned, CTO may be recorded as nonallocable when used.

OPTIONAL METHODOLOGY FOR USE BY COUNTIES ELECTING TO DIRECT CHARGE OT AND CTO TO THE PROGRAM LEVEL: Record the total hours worked for the day; do not record any OT and CTO hours worked in the total hours for the day. When CTO is used, record the time to the program or activity that caused the overtime. If the county does not have a system in place to track CTO to the program or activity that caused the overtime, CTO may be recorded as nonallocable when used.

- F. Record travel and continuing training time to the level approved in the SSTRP. For staff not included in a SSTRP, record this time to time study code used for all other customary activity.
- G. Time Study Staff
 - 1. Complete the DFA 7 on a daily basis throughout the month.
 - 2. Check Time Study box.

H. Time Certification Staff

1. Record nonallocable time daily; record total allocable time at the end of the month only.
2. Check the Time Certification box.

At the end of each time study month, each first-line supervisor will attest to the accuracy of the time studies and certifications completed by employees in their units by signing the designated line.

V. Time Reporting Instructions for First-Line Supervisors

First-line supervisors may certify the time spent supervising their unit if their staff certify. If their staff time study, they must prorate their supervisory time based on the allocable time reported by the unit staff.

VI. Time Reporting for Second-Line Supervisors through Directors

Second-line supervisors and above will time study/time certify as specified in the SSTRP.

ELECTRONIC DATA PROCESSING (EDP)
PROGRAM CODE DESCRIPTION (3/98)

I. GENERAL INSTRUCTIONS FOR COMPLETING THE TIME STUDY

- A. Complete the time study on a continuous daily basis throughout the quarter.
- B. Round hours to the nearest quarter hour.
- C. **CURRENT METHODOLOGY:** Record the total hours worked for each day; do not record overtime (OT) and compensating time off (CTO) hours worked in the total hours for the day. When CTO is used, record the time to the program or activity in which it was earned. If the county does not have a system in place to track CTO to the program in which it was earned, CTO may be recorded as nonallocable when used.

OPTIONAL METHODOLOGY FOR USE BY COUNTIES ELECTING TO DIRECT CHARGE OT AND CTO TO THE PROGRAM LEVEL: Record the total hours worked for each day; do not record OT and CTO hours worked in the total hours for the day. When CTO is used, record the time to the program or activity which caused the overtime. If the county does not have a system in place to track CTO to the program that caused the overtime, CTO may be recorded as nonallocable when used.

- D. Record travel time to the program with which it is associated.
- E. Record breaks, dock, furlough, and leave without pay time, holidays, jury duty, military leave, sick leave and vacation as nonallocable. Lunch and normal days off are not recorded.
- F. Record time spent in continuing training to the associated program; if not identifiable to a program, record as nonallocable.
- G. Record time for conferences and staff meetings to the associated program or function; if not identifiable to either, record as nonallocable.
- H. The total allocable and nonallocable hours recorded for each day must equal the total assigned routine work hours, as defined by the county welfare department.

II. TIME STUDY STAFF

County welfare department employees who are assigned to perform EDP activities on a temporary or permanent basis will record time as specified. Eligible EDP activities include: analysis, feasibility and system studies, system design, development, programming, implementation, and maintenance.

- A. Electronic data processing staff and first-line EDP supervisors who perform these EDP activities will record time to the developmental or maintenance and operations (M and O) category, as applicable. These staff must complete continuous time studies.

- B. Other CWD staff who are temporarily assigned to perform EDP activities will record their EDP time to the developmental category only. Their non-EDP time will be recorded, as applicable, to those **activities** in accordance with the Staff Support Time Reporting Plan (SSTRP). Both the EDP and non-EDP time must be recorded on a continuous basis in order to capture the total hours worked for the day.
- C. Administrative and clerical staff who are assigned to support the EDP unit record this time to EDP Support on the DFA 7. For those staff who also provide support to the non-EDP units, the non-EDP support time is recorded in accordance with the SSTRP, and as a result their salaries and benefits are prorated between the EDP and other cost pools.

III. TIME STUDY INSTRUCTIONS

County welfare department staff are required to record their EDP activities as M and O or developmental.

M and O:

Activities are recorded to the program, function, or SAWS project, if the EDP activity benefits one specific program, function or one SAWS project. If the activity benefits more than one function, the activity is recorded to Generic. Record activities to these designators:

- A. Social Services
- B1. **CalWORKs**
- B2. Central Data Base-SAWS
- B3. SAWS
- C. **Other Public Assistance**
- D. **Child Care**
- E. **Non-Welfare**
- F. Generic
- G. Direct-To-Program

Developmental Projects:

Activities or Purchase of Service benefiting developmental projects are recorded to the project number, project title, and/or program code.

**NONWELFARE FUNCTION
PROGRAM CODE DESCRIPTION (3/98)**

I. GENERAL FUNCTION DEFINITION

Any activity related to a nonwelfare program. Costs of nonwelfare program activities may be identified to this function or as an Extraneous Cost on the CEC. If claimed to the nonwelfare function, then all associated overhead costs are allocated to county-only funding. If claimed as extraneous, then CWDs must apply the appropriate indirect cost rate to these nonwelfare costs.

II. GENERAL INSTRUCTIONS FOR COMPLETING THE TIME STUDY

- A. Complete the time study on a continuous basis throughout the quarter.
- B. Round hours to the nearest quarter hour.
- C. **CURRENT METHODOLOGY:** Record the total hours worked for each day; do not record overtime (OT) and compensating time off (CTO) hours worked in the total hours for the day. When CTO is used, record the time to the program or activity in which it was earned. If the county does not have a system in place to track CTO to the program in which it was earned, CTO may be recorded as nonallocable when used.

**OPTIONAL METHODOLOGY FOR USE BY COUNTIES ELECTING TO
DIRECT CHARGE OT AND CTO TO THE PROGRAM LEVEL:**

Record the total hours worked for each day; do not record OT and CTO hours worked in the total hours for the day. When CTO is used, record the time to the program or activity which caused the overtime. If the county does not have system in place to track CTO to the program that caused the overtime, CTO may be recorded as nonallocable when used.

- D. Record travel time to the program with which it is associated.
- E. Record breaks, dock, furlough, and leave without pay time, holidays, jury duty, military leave, sick leave, and vacation as nonallocable. Lunch and normal days off are not recorded.
- F. Record time spent in continuing training to the associated program; if not identifiable to a program, record as nonallocable.
- G. Record time for conferences and staff meetings to the associated program or function; if not identifiable to either, record as nonallocable.

- H. The total allocable and nonallocable hours recorded for each day must equal the total assigned routine work hours, as defined by the County Welfare Department (CWD).
- I. Caseworkers who perform both casework and administrative activities on an ongoing basis, in the normally-assigned function, will record the administrative activity **to nonallocable**.
- J. First-line supervisors of caseworkers record their nonallocable time and any direct time spent on casework activity on a daily basis. Time spent on supervision is allocated to the appropriate programs at the end of the time study period based on the allocable time of their staff.

TIME STUDY STAFF

Casework and support staff performing those activities in support of non-welfare programs administered and/or operated by the county welfare department must record time to non-welfare.

CODE DEFINITIONS

To be identified at the discretion, and based upon the unique needs of each individual county welfare department. Examples of non-welfare programs include, but are not limited to, Public Guardian, Veterans Affairs, Job Training Partnership Act, etc.

PRIOR CODES:

ANY OCOF CODES THAT INCLUDED NON-GR, NON-WELFARE PROGRAM ACTIVITIES.

**OTHER PUBLIC ASSISTANCE FUNCTION
PROGRAM CODE DESCRIPTION (3/98)**

I. GENERAL FUNCTION DEFINITION

Includes activities associated with the eligibility determination process performed on behalf of public assistance applicants and, case management activities for continuing cases.

II. GENERAL INSTRUCTIONS FOR COMPLETING THE TIME STUDY

- A. Complete the time study on a continuous basis throughout the day.
- B. Round hours to the nearest quarter hour.
- C. **CURRENT METHODOLOGY:** Record the total hours worked for each day; do not record overtime (OT) and compensating time off (CTO) hours worked in the total hours for the day. When CTO is used, record the time to the program or activity in which it was earned. If the county does not have a system in place to track CTO to the program in which it was earned, CTO may be recorded as nonallocable when used.

OPTIONAL METHODOLOGY FOR USE BY COUNTIES ELECTING TO DIRECT CHARGE OT AND CTO TO THE PROGRAM LEVEL: Record the total hours worked for each day; do not record OT and CTO hours worked in the total hours for the day. When CTO is used, record the time to the program or activity which caused the overtime. If the county does not have a system in place to track CTO to the program that caused the overtime, CTO may be recorded as nonallocable when used.
- D. Record travel time to the program with which it is associated.
- E. Record breaks, dock, furlough, and leave without pay time, holidays, jury duty, military leave, sick leave, and vacation as nonallocable. Lunch and normal days off are not recorded.
- F. Record time spent in continuing training to the associated program; if not identifiable to a program, record as nonallocable.
- G. Record quality control/quality assurance and program integrity activities to the associated program.

- H. Record time for conferences and staff meetings to the associated program or function; if not identifiable to either, record as nonallocable.
- I. The total allocable and nonallocable hours recorded for each day must equal the total assigned routine work hours, as defined by the County Welfare Department (CWD).
- J. Caseworkers who perform both casework and administrative activities on an ongoing basis should record the administrative activities to **nonallocable**.
- K. First-line supervisors of caseworkers should record their *nonallocable* time, and any *direct* time spent on casework activities, on a daily basis. *Actual supervision time, however, is allocated to all benefiting programs, supervision based on allocable staff time at the end of the time study period.*

III. TIME STUDY STAFF

Staff performing the activities listed below **should record time to the appropriate Other Public Assistance Function program.**

- A. Eligibility workers performing **public assistance** eligibility determinations and **associated case management** activities, including Food Stamp (FS) certification workers;
- B. Quality control/quality assurance staff;
- C. Caseworkers who **generally perform program activities associated with another function** (e.g., CalWORKs, Social Services, etc.) performing Other Public Assistance Function program activities;
- D. Clerical and administrative staff performing **Other Public Assistance Function program** activities on full-time basis;
- E. **Welfare Fraud Staff (NOTE: These are Welfare Fraud Investigators (WFI) and their first-line supervisors who have peace officer status under Penal Code Section 830. Investigative staff who do not have peace officer status— a requirement necessary for reporting time to the same Fraud codes used by WFI - should report time to the applicable program codes that do not indicate that they are restricted to WFI staff.)**
- F. Caseworkers, clerical, and administrative staff performing fiscal or case budget activities associated with Title IV-D Child Support collections;
- G. First-line supervisors of the staff listed in A - F, above.

IV. CODE DEFINITIONS

CODE 2110 FOOD STAMP ISSUANCE

Issuance activities include all activities after the household is certified, excluding completion of the FNS-46, FNS-250, and FNS-259 reports. Issuance activities include, but are not limited to, preparation and issuance of an authorization document or list, such as the Authorization to Participate (ATP); completion of direct access records, such as the Record-for-Issuance file or Household Issuance Record card; providing replacement authorization documents; and EDP developmental or maintenance and operations activities for on-line issuance systems.

CODE 2170 COUNTY MEDICAL SERVICES PROGRAM - NON-RRP/CHEP

Includes eligibility determinations and case maintenance for the County Medical Services Program for the following population:

1. Applicants or recipients identified as nonaided and nonlinked who are not pregnant or who are not living in an ICF/SNF.
2. Persons ineligible for services through Refugee Resettlement or Cuban/Haitian Entrant program.

CODE 2190 TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) - PROBATION - ELIGIBILITY

Includes eligibility determinations, screening for prior TANF Probation episodes, approvals, denials, authorization actions, and issuance of notices.

CODE 2250 CHILD SUPPORT

Includes activities related to processing support obligations collected by the District Attorney, recoupment and pass-on calculations, and activities performed when disbursing funds to the appropriate parties.

CODE 2300 ADOPTION ASSISTANCE PROGRAM (AAP)

Includes eligibility determinations and payment maintenance activities on AAP cases.

CODE 3451 AFDC FOSTER CARE ELIGIBILITY

Includes the following activities performed on behalf of AFDC-FC cases: conducting eligibility determinations and benefit payment functions; Medical Program functions; and various intake activities, such as screening, approvals, denials, and other dispositions of requests for aid, including restorations; budget computations and authorizing actions; Early, Periodic, Screening, Detection, Treatment (EPSDT) and child support referrals; home visits; intercounty transfers; and program status changes. Code 3451 also includes activities performed for continuing case maintenance.

PRIOR CODES:

2051 AFDC-FC - INTAKE

2053 AFDC-FC - CONTINUING

CODE 6131 AFDC FOSTER CARE ELIGIBILITY - VOLUNTARY PROGRAM

Includes activities performed while conducting eligibility determinations, payment functions, and continuing case activities, on behalf of cases involving children voluntarily placed in foster care. Code 6131 should also be used for reporting time spent acting in an advisory-type capacity, to ensure that the parent/guardian is aware that they will retain legal custody of the child in question, although the parent/guardian voluntarily chose to place the child in out-of-home care.

PRIOR CODES:

2061 AFDC-FC - INTAKE - VOLUNTARY PROGRAM

2063 AFDC-FC - CONTINUING - VOLUNTARY PROGRAM

CODE 2510 REFUGEE RESETTLEMENT PROGRAM (RRP) PUBLIC ASSISTANCE

Includes eligibility determination and grant maintenance activities performed on behalf of time-eligible refugees. Refugees include Indochinese, Cuban/Haitian Entrants, Cuban Refugees who entered the country on or after October 1, 1978, and other refugees designated by CDSS. Do not include Cuban refugees who entered the country prior to October 1, 1978, or other aliens not covered under this program (i.e., Cuban/Haitian entrants status pending or applicants for asylum).

CODE 3501 RRP MEDICAL

Includes RRP MNO refugees, refugee children under 21 years of age, pregnant refugee women, refugees residing in an ICF/SNF, and eligible

nonaided MI adult refugees. Also includes eligible adult refugees who are nonaided, nonlinked, not pregnant, and not living in an ICF/SNF.

PRIOR CODES:

2500 RRP - MEDICAL ASSISTANCE

2530 RRP - COUNTY MEDICAL SERVICES

CODE 3511 REFUGEE CASH ASSISTANCE/ENTRANT CASH ASSISTANCE PROGRAM (RCA/ECA)

Includes eligibility determinations and grant maintenance activities for time eligible RCA/ECA recipients and for Unaccompanied Refugee/Entrant Minors. Also includes conducting cause determinations and conciliation for RCA clients.

PRIOR CODES:

2590 REFUGEE CASH ASSISTANCE/ENTRANT CASH ASSISTANCE PROGRAM (RCA/ECA)

4740 REFUGEE CASH ASSISTANCE (RCA)

CODE 3521 OTHER COUNTY ONLY PROGRAM (OCOP)/GENERAL RELIEF (GR)

For the General Relief Program and for individuals who are not eligible for services under other programs, include the following activities: eligibility determinations and grant maintenance functions; fraud activities related to the OCOP or GR programs; providing employment training services to GR recipients and other individuals who are not eligible for services under other employment programs; providing WTW and social services to GR and RCA recipients. Also includes the provision of non-CSBG services to refugees. This program code is to be used for those programs that benefit from county EDP operations/costs. Programs that do not benefit from EDP should be claimed to CODE 3481, OCOP/GR Non-EDP.

PRIOR CODES:

1900 OCOP/GR - SOCIAL SERVICES FUNCTION

2200 OCOP/GR- ELIGIBILITY FUNCTION

3900 OCOP/GR- WELFARE FRAUD FUNCTION

4900 OCOP/GR- EMPLOYMENT SERVICES FUNCTION

CODE 3481 OCOP/GR Non-EDP

For activities associated with the General Relief program and for individuals who are not eligible for services under other programs. This program code is to be used for those programs that do not benefit from county EDP

operations/costs. Programs that do benefit from EDP should be claimed to CODE 3421 ,OCOP/GR.

PRIOR CODES

3950 OCOP/GR - NON-EDP WELFARE FRAUD FUNCTION
4820 OCOP/GR - NON-EDP EMPLOYMENT SERVICES FUNCTION
5920 OCOP/GR - NON-EDP SOCIAL SERVICES FUNCTION
6040 OCOP/GR - NON-EDP ELIGIBILITY FUNCTION

CODE 4640 FOOD STAMP EMPLOYMENT AND TRAINING PROGRAM

Includes activities associated with providing employment training services to Food Stamp Employment and Training (FSET) Program participants, determining deferrals, arranging for supportive services payments, and conducting good cause/conciliation determinations.

NONASSISTANCE FOOD STAMP (NAFS)

The following program codes currently assigned to the NAFS Program were established to capture caseworker hours associated with performing specific activities previously identified as those which benefit NAFS, or "pure FS" cases *only*. As indicated by the program title, NAFS cases are FS cases which include individuals whom, aside from receiving FS benefits, are not currently receiving a cash grant through the CalWORKs (previously AFDC) Program. NAFS cases may also include Refugee, General Relief (GR), Cuban/Haitian Entrant, or Medically Indigent members, are all examples of cases considered to fall under the NAFS category.

In contrast, with the exception of Code 2110, Food Stamp Issuance, caseworker hours performed on behalf of Public Assistance Food Stamp (PAFS) cases (i.e., cases that receive both CalWORKs and FS), as opposed to NAFS cases, should be reported to the appropriate CalWORKs program time study code, located in the CalWORKs Function PCD. Code 2110, Food Stamp Issuance, is an exception because food stamp issuance activities are by definition food stamp costs, therefore, there is no need to distinguish between PAFS and NAFS cases.

In addition to the various activities listed below for each individual NAFS Program time study code, allowable NAFS activities also include: Income and Eligibility Verification System (IEVS) related functions (e.g., inquiries, matches, fraud referrals, Integrated Earnings Clearance/Fraud Detection System (IFD) overpayment computations and related follow-up contacts), hearing preparation and/or presentation, and FS Quality Control (QC) activities.

CODE 3431 NAFS ELIGIBILITY

Includes NAFS Program *intake* activities, such as: certification or denial of benefits on behalf of new applicants; recertification following a "break" in receiving benefits; verification of income, mandatory deductions, and other asset-related issues; activities in support of non-ADHs/non-Intentional Program Violation (IPV) cases; budget computation, quality assurance or supervisorial review activities; and Work Opportunity Tax Credit (WOTC) Program-related activities. Also includes *continuing* NAFS activities, such as: performing budget recomputations, program eligibility termination, making Employment Development Department (EDD) referrals, authorizing actions, intercounty transfers, program loss computations and adjustments, fraud or collection referrals, home visits, expedited service, recertification with no break in benefits, authorization for benefit issuance, budget computations for recertifications, quality assurance or supervisorial review activities, and, WOTC Program activities. Also include time spent providing applicants and recipients with voter registration forms and instructions, assisting in the completion of these forms as necessary, and processing the voter registration forms for submission to the Secretary of State. NAFS activities performed on Indian Reservations should also be included here.

PRIOR CODES:

CODE 2101 NAFS - INTAKE

CODE 2103 NAFS - CONTINUING

CODE 2180 NAFS-IEVS

Includes reviewing and verifying that a discrepancy identified by the Integrated Earnings Clearance/Fraud Detection System (IFD) Wage Match or New Hire Match (NHM) exists between the gross earnings or employment reported by the recipient to the county and by the employer to the EDD; contacting recipients and employers to verify if earnings were unreported or under reported by the recipient and determining if an overpayment/over issuance was made; reviewing and verifying whether recipients received duplicate aid as indicated by the IFD Wage Match; contacting recipients, financial institutions, or any persons/agencies to verify the existence and ownership of assets identified by the Franchise Tax Board Asset Match System, and determining if the recipient was ineligible for aid; determining whether an overpayment/issuance was made and the amount of overpayment/over issuance if total ineligibility exists; and preparing the associated Notice of Action and IEVS Response Document and IEVS Management Report (DPA 482). (NOTE: the NHM information must be processed by dedicated IEVS staff who time study in accordance with CDSS time study instructions. As in the case with the wage match, we recommend that any

resulting overpayments and grant reduction collections be initiated by dedicated IEVS or Collections staff, and time studied to Overpayment Collections.)

CODE 2340 FRAUD-NAFS AFIRM - LOS ANGELES (LA) COUNTY

For LA County only - includes referral of cases to fraud investigations, documenting applicant/recipient explanations, and preparing notices of action.

CODE 2620 U.S. RESIDENCY PROJECT-NAFS

For Imperial and San Diego Counties only - includes interviewing applicants and recipients of public assistance to determine residency, reviewing documents for authenticity, completeness and accuracy, determining case status, gathering of data for project evaluation, and referral of sampled cases for fraud investigations.

CODE 2680 SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS (SAVE) PROGRAM - NAFS

Satisfactory Immigration Status (SIS) verification activities for aliens applying for the NAFS program. Primary and/or secondary verification activities to establish alien SIS with the Immigration and Nationalization Service (INS) including: completion of primary and secondary INS verification forms; obtaining, copying, and transmitting alien documents to the INS; comparing INS data with documents submitted by aliens; and execution of consent for disclosure statement for amnesty and special agricultural worker applicants. SIS should be established for all aliens at application and for all alien recipients at recertification or redetermination.

CODE 2750 EARLY FRAUD DETECTION/PREVENTION PROGRAM (EFD/P) - NAFS

For counties which have an approved plan for 100% federal and state funding: the activities listed for ED/PP in Code 3441, **NAFS Program Integrity**, apply to this program.

CODE 3100 NAFS FRAUD

Includes fraud activities performed by WFI and their first-line supervisors who have peace officer status under Penal Code Section 830 related to NAFS cases. Do not report time spent on investigative activities to Code 3100 for cases receiving both CalWORKs and FS benefits.

CODE 3471 NAFS - QUALITY CONTROL

Includes case reviews, desk audits, third-party verifications, home visits related to case reviews, and all other activities specifically related to the Quality Control Review of Food Stamp certification. Do not include time spent performing quality assurance, supervisory reviews or other activities which are not an integral part of the required Quality Control Review.

CODE 3340 FRAUD-NAFS AFIRM - LA COUNTY

For LA County only - includes activities performed by WFI and their first-line supervisors who have peace officer status under Penal Code Section 830.

Allowable activities include: identifying match situations, investigating referrals received from eligibility workers, validating fingerprint matches, referring cases to the District Attorney when necessary, determining if half matches are full matches, referral of full match cases to CalWORKs eligibility staff, and statistical reporting activities.

CODE 3410 EFD/P - NAFS

Includes NAFS case-related EFD/P activities performed by WFI and their first-line supervisors who have peace officer status under Penal Code Section 830.

Allowable activities include conducting investigations, home visits, interviews, preparing investigative reports for civil and criminal complaints for the prosecuting authority, maintaining complete records of investigative activities, and completing statistical reports.

CODE 3441 NAFS PROGRAM INTEGRITY

This code is intended for use by non-WFI staff performing NAFS administrative hearing activities for Intentional Program Violation (IPV) cases, and FS Early Detection/ Prevention Program (ED/PP) activities. ED/PP activities may include, but are not limited to, conducting investigations, home visits, interviews, preparing investigative reports for civil and criminal complaints for the prosecuting authority, maintaining complete records of fraud investigative activities, and statistical reports.

PRIOR CODES

2120 FOOD STAMP ADMINISTRATIVE HEARINGS

2660 ED/PP - NAFS

CODE 6111 NAFS - JAIL MATCH (SB 1556)

NAFS cases Jail Match casework activities required by SB 1556: includes reviewing and verifying that a recipient identified by the Jail Match System is or

has been incarcerated; contacting recipients and jail facilities to verify whereabouts and exact dates of incarceration; determining if the recipient was eligible for aid and whether an overpayment/overissuance was made and the amount of the overpayment/overissuance if ineligibility exists for the recipient or case.

MEDI-CAL

Includes activities performed on behalf of Medically Needy Only (MNO) and Medically Indigent (MI) Medi-Cal Program applicants and recipients. MNO activities are defined as those performed on behalf of applicants/recipients that are "linked" to an aid program and, are not currently receiving aid in the form of a cash grant. MI activities are defined as those performed on behalf of nonaided, nonlinked, applicants and recipients PROVIDED THAT THEY ARE EITHER: children under 21 years of age, pregnant, or persons residing in an Intermediate Care or Skilled Nursing Facility (CIF/SNF).

CODE 2151 MEDI-CAL INTAKE

Includes screening and referral of MNO applicants; accepting and processing initial applications, reapplications, transfers-in; hearing activities; and preparing and/or presenting a case for hearing. Also include time spent providing applicants and recipients with voter registration forms and instructions, assisting in the completion of these forms as necessary, and processing the voter registration forms for submission to the Secretary of State.

CODE 2153 MEDI-CAL - CONTINUING

Includes processing approved cases, including budget changes, address changes, redeterminations, discontinuances and rescinded discontinuances, income reporting, and hearings for either MNO or MI recipients. Also includes issuing temporary Medi-Cal cards to SSI/SSP recipients who did not receive their regular Medi-Cal card because of a failure of the SSA system, replacing lost or stolen Medi-Cal cards, and providing additional proof of eligibility labels for SSI/SSP recipients.

CODE 2680 SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS (SAVE) PROGRAM - MEDI-CAL

Satisfactory Immigration Status (SIS) verification activities for aliens applying for the Medi-Cal program. Primary and/or secondary verification activities to establish alien SIS with the INS include: completion of primary and secondary INS verification forms; obtaining, copying, and transmitting alien documents to the INS; comparing INS data with documents submitted by aliens; and execution of consent for disclosure statement for amnesty and special agricultural worker applicants. SIS should be

established for all aliens at application and for all alien recipients at recertification or redetermination.

MEDI-CAL SECTION 1931

The Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996 established a new mandatory coverage group at Section 1931 (b) of the Social Security Act (SSA). According to the SSA Section 1931 requirements, Medi-Cal benefits will be provided to low income families determined to be eligible under Section 1931 rules. Consistent with CalWORKs implementation, the Medi-Cal Section Program becomes effective January 1, 1998. Detailed instructions pertaining to the Section 1931 coverage group will be transmitted under separate cover by the Department of Health Services.

CODE 3491 MEDI-CAL SECTION 1931-INTAKE

Includes screening and referral of Section 1931 coverage group applicants; accepting and processing initial applications, reapplications, transfers-in; hearing activities; and preparing and/or presenting a case for hearing. Also include time spent providing applicants and recipients with voter registration forms and instructions, assisting in the completion of these forms as necessary, and processing the voter registration forms for submission to the Secretary of State.

CODE 3492 MEDI-CAL SECTION 1931-CONTINUING

Includes processing approved cases, including budget changes, address changes, redeterminations, discontinuances and rescinded discontinuances, income reporting, and hearings for Section 1931 coverage group recipients.

FUNCTION DEFINITION

Any activity related to a child care or programs, including providing supportive services to CalWORKs applicants/recipients and other eligible participants to help enable them to obtain employment.

II. GENERAL INSTRUCTIONS FOR COMPLETING THE TIME STUDY

A. Complete the time study on a continuous basis throughout the day.

B. Round hours to the nearest quarter hour.

C. CURRENT METHODOLOGY: Record the total hours worked for each day;

do not record overtime (OT) and compensating time off (CTO) hours worked in the total hours for the day. When CTO is used, record the time to the program or activity in which it was earned. If the county does not have a system in place to track CTO to the program in which it was earned, CTO may be recorded as nonallocable when used.

OPTIONAL METHODOLOGY FOR USE BY COUNTIES ELECTING TO DIRECT CHARGE OT AND CTO TO THE PROGRAM LEVEL: Record the total hours worked for each day; do not record OT and CTO hours worked in the total hours for the day. When CTO is used, record the time to the program or activity which caused the overtime. If the county does not have a system in place to track CTO to the program that caused the overtime, CTO may be recorded as nonallocable when used.

D. Record travel time to the program with which it is associated.

Record breaks, dock, furlough, and leave without pay time, holidays, jury duty, military leave, sick leave, and vacation as nonallocable. Lunch and normal days off are not recorded.

F. Record time spent in continuing training to the associated program; if not identifiable to a program, record as nonallocable.

Record quality assurance **and program integrity** activities to the associated program. **All Welfare Fraud Investigators activities are to be reported to the appropriate CalWORKs Function program.**

Record time for conferences and staff meeting to the associated program or function; if not identifiable to either, record as nonallocable.

- I. The total allocable and nonallocable hours recorded for each day must equal the total assigned routine work hours, as defined by the County Welfare Department (CWD).
- J. Caseworkers who perform both casework and administrative activities on an ongoing basis, in the normally-assigned function, will record the administrative activity to **non-allocable**.
- K. First-line supervisors of caseworkers record their nonallocable time and any direct time spent on casework activity on a daily basis. Time spent on supervision if allocated to the appropriate programs at the end of the time study period based on the allocable time of their staff.

III. TIME STUDY STAFF

- A. Staff providing child care program, training services, referrals, including case management and needs assessment;
- B. Appeals workers; and
- C. First-line supervisors of these staff.

IV. CODE DEFINITIONS

CHILD CARE

Includes securing child care slots; arranging child care purchase of service contracts; matching participant needs to available services; authorizing/calculating child care payments and registration fees; preparing Notices of Actions; coordinating overpayment grant adjustments with caseworker; fraud referrals; coordinating or consulting with other child care delivery systems, and the review and verifying of self-certifications forms. Also included is maintaining records for parental complaints; referral and verification activities in conjunction with the local Resource and Referral, for families who select a license exempt child care provider under CalWORKs.

CODE 4531 STAGE ONE CHILD CARE

Includes broad-based activities by CWDs related to initiating and securing child care slots for use by CalWORKs or Tribal Jobs participants within the existing universe of child care providers; arranging child care purchase of service contracts; matching participant needs to available services authorizing/calculating child care payments and registration fees; and coordinating or consulting with other child care delivery systems; overpayment Notice of Actions (NOAs), and coordinating overpayment grant adjustments

with a caseworker. With implementation of AB 1542, counties will no longer be required to calculate child care payment and registration fees within the 75th percentile Regional Market Rate (RMR) ceiling. Counties will be required to calculate up to the maximum payment rate for all actual CalWORKs child care, at 1.5 times the standard deviation above the mean market rate (EC Section 8357[a]).

CODE 9001 STAGE ONE TRANSITIONAL CHILD CARE- OTHER

Includes activities with the Stage Two participant, who continues to be served by the CWD, yet due to the lack of a Stage Two child care slot, remains in Stage One. Specific activities performed by the CWD include eligibility determinations and payment activities; program notification, approvals, denials, redeterminations, benefit computations, authorization actions, over/under payment computations and adjustments, issuance of notices, fraud referrals, and hearings. Developing and providing information regarding Transitional Child Care (TCC) to child care providers and associations.

CODE 4330 CAL-LEARN CHILD CARE

Activities generally remain unchanged and includes matching participant needs to available services; authorizing/calculating child care payments and registration fees; coordinating or consulting with other child care delivery systems. Also includes calculating child care overpayments, completing overpayment NOAs, and coordinating overpayment grant adjustment with the TANF caseworker. However, with implementation of AB 1542 counties will no longer be required to calculate child care payment and registration fees within the 75th percentile RMR ceiling. Effective January 1, 1998, counties will be reimbursed up to the maximum payment rate for all actual CalWORKs child care at 1.5 times the standard deviation above the mean market rate.

CODE 9011 CHILD CARE HEALTH AND SAFETY SELF-CERTIFICATION

Includes the following self-certification activities to gather information from child care providers serving families that receive child care under CalWORKs and Cal-Learn Programs:

1. Providing an information notice and self-certification form to all families currently using and/or planning to begin using license- exempt providers.
2. Reviewing and verifying self-certification forms.
3. Completing pertinent forms and NOAs.
4. Maintaining records of parental complaints and making this information available to the public upon request.
5. Informing the exempt providers of the parents' complaint and their right to submit rebuttal.

PRIOR CODES:

**CODE 2350 CHILD CARE HEALTH AND SAFETY
SELF-CERTIFICATION-ELIGIBILITY**

**CODE 4810 CHILD CARE HEALTH AND SAFETY
SELF-CERTIFICATION-EMPLOYMENT SERVICES**

CODE 9021 CHILD CARE TRUSTLINE

Includes the following Trustline registration activities required for families who select a license exempt child care provider under the CalWORKs and Cal-Learn Programs:

1. Advising applicants/recipients who choose license exempt child care of the Trustline Program, requirement, and participant responsibilities;
2. Distributing Trustline brochures, applications, and fingerprint cards;
3. Referral and verification activities in conjunction with the local Resource and Referral (R&R) agency, child care provider, and California Department of Justice; and
4. Completion of pertinent forms and Notices of Action.

PRIOR CODES

CODE 2390 CHILD CARE TRUSTLINE - ELIGIBILITY

CODE 4520 CHILD CARE TRUSTLINE - EMPLOYMENT SERVICES

CODE 9031 STATE ONLY CHILD CARE

Includes activities (described in Code 4531) related to the provision of child care services for legal aliens ineligible under TANF guidelines, but being served under the CalWORKs Welfare to Work Program, as State-only cases.

CODE 9041 CHILD CARE PILOT PROJECT

Includes activities performed within the following 29 participating project counties: Butte, et. al.; [a consortium of 14 rural Northern California counties], Contra Costa, El Dorado, Humboldt, Kern, Mendocino, Monterey, Napa, Placer, Sacramento, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, Shasta, and Sonoma. This project will focus on necessary training and teaching basic child care and safety to TANF recipients. The expected outcome is the ability for these recipients to serve as in-home license exempt, or in-home licensed, child care providers.

CODE 9051 STAGE TWO CHILD CARE

For CWDs that are Stage Two Alternative Payment Program (APP) providers, this optional code will permit CWDs to capture and track all Stage Two Child Care-related activities. Effective January 1, 1998, the California Department of Education (CDE) is the responsible State agency administering Stage Two Child Care. A sample of Stage Two child care activities performed, in cooperation with the CDE requirements, may include: payments; program notification; benefit computations; over/under payment computation and adjustments; outreach; preparing for and providing presentations to community groups organization; and verifying hours. The following codes represent the population that is mandated Stage Two and will result in the deletion of the following codes:

CODE 2400 TRANSITIONAL CHILD CARE (TCC) ADMINISTRATION
CODE 2430 SUPPLEMENTAL CHILD CARE (SCC) ADMINISTRATION

CODE 9071 STAGE THREE CHILD CARE

For CWDs that are Stage Three APP providers, this optional code will permit CWDs to capture and track all Stage Three Child Care-related

activities. Effective January 1, 1998, the CDE is the responsible State agency administering Stage Three Child Care. A sample of Stage Three child care activities performed, in cooperation with the CDE requirements, may include: child care usage and actual costs; determining/calculating the amount of the child care payment; authorizing payment; verifying hours of employment; providing the recipient with rights and responsibilities information; statistical reporting. The following codes represent the population that is mandated Stage Three and will result in the deletion of the following codes:

CODE 2400 TRANSITIONAL CHILD CARE (TCC) ADMINISTRATION
CODE 2430 SUPPLEMENTAL CHILD CARE (SCC) ADMINISTRATION

NON-GAIN EDUCATION AND TRAINING (NET) CHILD CARE ADMINISTRATION (MILLER).

Effective January 1, 1998, the NET Child Care Administration Program is repealed by AB 1542, resulting in the deletion of the following code effective this quarter.

CODE

4580 Non-GAIN Education and Training (NET) Child Care
Administration (Miller)

CALIFORNIA ALTERNATIVE ASSISTANCE PROGRAM (CAAP)

AB 67 (Chapter 606, Statutes of 1997) repealed the CAAP effective October 3, 1997, resulting in the deletion of the following code:

CODE

2490 CAAP CHILD CARE SERVICES

